

**AGENDA**  
**REGULAR MEETING OF COUNCIL**  
**October 27, 2020**  
**6:30 PM**

1. ROLL CALL
2. READING OF MINUTES
3. REPORTS & COMMUNICATIONS FROM MAYOR & HEADS OF DEPARTMENTS AND INTERESTED PARTIES AND CITY CLERK'S NOTES
  - 3.A AGENDA FOR THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD OCTOBER 21, 2020.  
  
[Agenda for Non-Uniform Municipal Pension Board 10-21-2020.pdf](#)
  - 3.B MINUTES OF THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD SEPTEMBER 16, 2020.  
  
[Non-Uniform Municipal Pension Board Minutes 09-16-2020.pdf](#)
  - 3.C CORRESPONDENCE RECEIVED FROM OECD EXECUTIVE DIRECTOR DATED OCTOBER 20, 2020 REGARDING FY 2020 CDBG – SLHDA PROJECT UPDATE.  
  
[Correspondence received from OECD Executive Director 10-20-2020 SLHDA update.pdf](#)
  - 3.D CORRESPONDENCE RECEIVED FROM DEPARTMENT OF HUMAN RESOURCES DATED OCTOBER 16, 2020 REGARDING INTERNAL AUDIT.  
  
[Correspondence received from HR Dept 10-16-2020 re Internal Audit.pdf](#)
  - 3.E CORRESPONDENCE RECEIVED FROM THE CITY'S ADMINISTRATION DATED OCTOBER 14, 2020 REGARDING DECISION TO REJECT TWO PROPOSALS RECEIVED BY THE CITY.

[Correspondence received from the City's Administration  
10-14-2020.pdf](#)

- 3.F CORRESPONDENCE RECEIVED FROM OECD EXECUTIVE DIRECTOR DATED OCTOBER 19, 2020 REGARDING COVID- 19 REIMBURSEMENTS THROUGH LACKAWANNA COUNTY CARES ACT FUND.

[Correspondence received from OECD Executive Director  
10-19-2020.pdf](#)

- 3.G CORRESPONDENCE RECEIVED FROM OECD EXECUTIVE DIRECTOR DATED OCTOBER 19, 2020 REGARDING RESPONSE TO COUNCIL QUESTIONS ON DEMOLITION PROCESS MAP.

[Correspondence received from OECD Executive Director 10-19-2020  
Demolition Process Map.pdf](#)

- 3.H CORRESPONDENCE RECEIVED FROM DEPARTMENT OF HUMAN RESOURCES DATED OCTOBER 19, 2020 REGARDING PA STATE AND LOCAL INTERNSHIP PROGRAM (SLIP) OVERVIEW.

[Correspondence received from HR Dept 10-19-2020 PA State and  
Local Internship Program.pdf](#)

- 3.I BREAKDOWN OF NOVEMBRINO PARK PROJECT COSTS RECEIVED OCTOBER 20, 2020.

[Breakdown of Novembrino Park Project Costs received  
10-20-2020.pdf](#)

- 3.J CORRESPONDENCE RECEIVED FROM BUSINESS ADMINISTRATOR DATED OCTOBER 22, 2020 REGARDING WILLIS TOWERS WATSON DISCLOSURE AS REQUESTED BY COUNCIL.

[Correspondence received from Business Administrator dated  
October 22, 2020.pdf](#)

- 3.K CORRESPONDENCE RECEIVED FROM OECD EXECUTIVE DIRECTOR DATED OCTOBER 23, 2020 REGARDING COVID-19 REIMBURSEMENT THROUGH

LACKAWANNA COUNTY CARES ACT FUNDING.

[Correspondence received from OECD Executive Director  
10-23-2020.pdf](#)

- 3.L CORRESPONDENCE RECEIVED FROM KOHANSKI COMPANY PC DATED OCTOBER 21, 2020 REGARDING CITY OF SCRANTON AUDIT.

[Correspondence received from Kohanski Company PC dated  
10-21-2020.pdf](#)

#### 4. CITIZENS PARTICIPATION

#### 5. INTRODUCTION OF ORDINANCES, RESOLUTIONS, APPOINTMENT AND/OR RE-APPOINTMENTS TO BOARDS & COMMISSIONS MOTIONS & REPORTS OF COMMITTEES

##### 5.A MOTIONS.

- 5.B AUTHORIZING THE MAYOR AND OTHER APPROPRIATE OFFICIALS OF THE CITY OF SCRANTON TO DONATE AN OBSOLETE AND INACTIVE FIRE ENGINE TO JOHNSON COLLEGE FOR USE.

[Ordinance-2020 Donation of Obsolete and Inactive Fire Engine to  
Johnson College.pdf](#)

- 5.C APPOINTMENT OF MARY JO SHERIDAN, 123 SCHLAGER STREET, SCRANTON, PENNSYLVANIA, 18504, TO SERVE AS A MEMBER OF THE LAND BANK EFFECTIVE SEPTEMBER 8, 2020. MS. SHERIDAN IS BEING APPOINTED TO FULFILL THE UNEXPIRED TERM OF MR. WAYNE BECK WHICH WILL EXPIRE ON FEBRUARY 9, 2024.

[Resolution-2020 Appt. Mary Jo Sheridan to Land Bank.pdf](#)

- 5.D RE-APPOINTMENT OF ANTHONY SANTOLI, 1041 PRESCOTT AVENUE, SCRANTON, PENNSYLVANIA, 18510 AS A MEMBER OF THE SHADE TREE COMMISSION FOR AN ADDITIONAL FIVE (5) YEAR TERM EFFECTIVE OCTOBER 29, 2020. MR. SANTOLI'S CURRENT TERM IS SCHEDULED TO EXPIRE ON OCTOBER 29, 2020 AND NEW TERM WILL EXPIRE ON OCTOBER 29, 2025.

[Resolution-2020 Re-Appt Anthony Santoli Shade Tree Commission.pdf](#)

- 5.E AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS FOR THE CITY OF SCRANTON TO EXECUTE AND ENTER INTO AN AGREEMENT WITH NORTHEASTERN PENNSYLVANIA ALLIANCE, 1151 OAK ST. PITTSTON, PENNSYLVANIA 18640-3726 TO PROVIDE THE CITY OF SCRANTON AND OECD WITH UNDERWRITING SERVICES AND SUPPORT FOR THEIR VARIOUS LOAN AND GRANT PROGRAMS.

[Resolution-2020 Agreement with Northeastern Pennsylvania Alliance.pdf](#)

- 5.F AUTHORIZING THE COORDINATOR OF EMERGENCY MANAGEMENT, AL LUCAS, TO ACT AS AN AGENT FOR THE CITY OF SCRANTON FOR EMERGENCY AND DISASTER RELIEF PURSUANT TO THE ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT, AND AUTHORIZING CITY OFFICIALS TO EXECUTE THE DESIGNATION OF AGENT AND THE PEMA PUBLIC DISASTER ASSISTANCE APPLICATION AND AGREEMENT FOR FINANCIAL ASSISTANCE.

[Resolution-2020 Emergency Disaster Relief, Al Lucas.pdf](#)

6. CONSIDERATION OF ORDINANCES - READING BY TITLE

- 6.A NO BUSINESS AT THIS TIME.

7. FINAL READING OF RESOLUTIONS AND ORDINANCES

- 7.A FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC SAFETY - FOR ADOPTION - FILE OF THE COUNCIL NO. 31, 2020 - AUTHORIZING THE CITY OF SCRANTON TO APPROVE THE DESIGNATION OF THE 300 BLOCK OF CENTER STREET AS A ONE-WAY STREET FROM PENN AVENUE TOWARDS WYOMING AVENUE WITH THE SCRANTON POLICE DEPARTMENT TO ENFORCE THE DESIGNATIONS AS REFLECTED IN THE ATTACHED DRAWING, C-4 CENTER STREET PARKING.

[Ordinance-2020 Designating 300 block Center Street One-Way.pdf](#)

- 7.B FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC WORKS - FOR ADOPTION - RESOLUTION NO. 82, 2020 - CEREMONIOUSLY DEDICATING A PORTION OF COBB AVENUE ADJACENT TO THE ENGINE 10 FIRE STATION LOCATED ON EAST MOUNTAIN ROAD IN HONOR OF CHARLES J. TANSITS, JR.

[Resolution-2020 Dedicating Cobb Avenue in Honor of Charles J. Tansits, Jr..pdf](#)

- 7.C FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC SAFETY - FOR ADOPTION - RESOLUTION NO. 83, 2020 - ACCEPTING TWO HUNDRED AND FIFTY (\$250.00) DOLLAR DONATION FROM RICCARDO'S MARKET, INC. PRESENTED TO THE CITY OF SCRANTON POLICE K-9 UNIT.

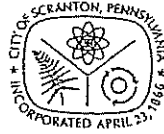
[Resolution-2020 Donation of \\$250.00 from Riccardo's Market to Scranton Police K-9 Unit.pdf](#)

- 7.D FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC WORKS - FOR ADOPTION - RESOLUTION NO. 84, 2020 - RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON TO PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR A MULTIMODAL TRANSPORTATION FUND GRANT IN THE AMOUNT OF \$306,000.00 TO BE UTILIZED TO IMPLEMENT PHASE II OF THE STREET SIGN PROJECT FOR THE PURCHASE AND INSTALLATION OF 2,036 STREET SIGNS.

[Resolution-2020 Multimodal Transportation fund grant of \\$306,000.00 for Purchase and Installation of 2,036 street signs.pdf](#)

## 8. ADJOURNMENT

*City of Scranton*  
*Pennsylvania*



*Municipal Pension Fund*

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OCT 21 2020

OFFICE OF CITY  
COUNCIL/CITY CLERK

*J. H. C.*

**NON-UNIFORM MUNICIPAL PENSION**

**AGENDA**

**OCTOBER 21, 2020**

1. RECEIVED AN INVOICE FROM DURKIN MACDONALD, LLC IN THE AMOUNT OF \$ 1,116.50 WHICH REPRESENTS SERVICES RENDERED FROM SEPTEMBER 15, 2020 THROUGH OCTOBER 19, 2020.
2. A REQUEST FOR A REFUND OF PENSION CONTRIBUTIONS FROM WAYNE BECK, FORMER CITY TREASURER HAS BEEN RECEIVED. MR. BECK WAS EMPLOYED FROM JANUARY 6, 2014 UNTIL SEPTEMBER 18, 2020. HE HAS CONTRIBUTED A TOTAL OF 81.5 MONTHS AT \$22.00 PER MONTH AND IS DUE A REFUND OF \$1,793.00.
3. A REQUEST FOR A REFUND OF PENSION CONTRIBUTIONS FROM GENE SKELTON, FORMER LIBRARY EMPLOYEE HAS BEEN RECEIVED. MR. SKELTON WAS EMPLOYED FROM MARCH 13, 2017 UNTIL SEPTEMBER 11, 2020. HE HAS CONTRIBUTED A TOTAL OF 41.5 MONTHS AT \$22.00 PER MONTH AND IS DUE A REFUND OF \$913.00.

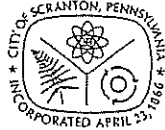
4. CHECK RECEIVED FROM THOMAS OLESKI, CITY OF SCRANTON EMPLOYEE, IN THE AMOUNT OF \$154.00 DATED OCTOBER 19, 2020 PAYABLE TO MELLON BANK FOR PURCHASE OF SEVEN (7) MONTHS IN 2006 WHICH WERE NOT DEDUCTED DUE TO PAYROLL ERROR.

5. BREAKDOWN OF PATRICK MCMULLEN'S PENSION CONTRIBUTIONS.

6. CORRESPONDENCE RECEIVED FROM DR. LUCIAN BEDNARZ OF NORTHEASTERN REHABILITATION ASSOCIATES, PC. DATED OCTOBER 5, 2020 REGARDING ADDITIONAL RECORDS RECEIVED ON MICHELE PHILLIPS.

7. CORRESPONDENCE SENT FROM ATTORNEY LAWRENCE DURKIN TO ATTORNEY DOMINIC MASTRI DATED OCTOBER 16, 2020 REGARDING NON-UNIFORM MUNICIPAL PENSION BOARD'S SCHEDULED VOTE ON MICHELE PHILLIPS' APPLICATION FOR DISABILITY PENSION.

*City of Scranton*  
*Pennsylvania*



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OCT 21 2020

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COUNCIL/CITY CLERK

*Municipal Pension Fund*

**MINUTES**

**NON-UNIFORM MUNICIPAL PENSION BOARD**

**SEPTEMBER 16, 2020**

**VIA ZOOM**

The City of Scranton's Non-Uniform Municipal Pension Board held their monthly meeting on Wednesday, September 16, 2020 at 9:30 A.M. via ZOOM video conference.

In attendance were:

**John Hazzouri, President**

**Maggie Perry, Vice-President**

**John J. Murray, City Controller**

**Lori Reed, Proxy for City Council President**

**Larry Durkin, Esquire, Attorney for Board**

**Michele Phillips**

**Dominic Mastri, Esquire, Attorney for Michele Phillips**

**President Hazzouri** asked for a motion to accept the minutes of last month's meeting held on Wednesday, August 19, 2020.

**Mr. Murray** made a motion to accept the minutes from the August 19th meeting.

**Mrs. Reed** seconded the motion.

**President Hazzouri:** All in favor? (All were in favor) The ayes have it.



**President Hazzouri** read the following agenda items:

1. An invoice was presented for payment from Durkin MacDonald, LLC in the amount of \$507.50 for services rendered from August 18, 2020 through September 14, 2020. **Mrs. Reed** made the motion to pay the invoice and **Mrs. Perry** seconded the motion. All were in favor.
2. A refund of pension contributions was approved for former OECD Solicitor Sean Gallagher, Esquire. **Mrs. Reed** made the motion to refund his pension contributions and **Mr. Murray** seconded the motion. All were in favor.
3. A refund of pension contributions was also approved for Stephanie Poveromo, former City employee. **Mrs. Reed** made the motion to refund her contributions and **Mrs. Perry** seconded the motion. All were in favor.
4. A refund of pension contributions was also approved for Patrick Sheridan, former Business Administrator. **Mrs. Reed** made the motion to refund his contributions and **Mr. Murray** seconded the motion. All were in favor.
5. Correspondence received from Attorney Durkin to Dr. Lucian Bednarz dated June 8, 2020 along with a supplemental report from Dr. Lucian Bednarz dated June 22, 2020 regarding additional medical records on Michele Phillips. **Mrs. Reed** made the motion to accept the correspondence and supplemental report and **Mrs. Perry** seconded the motions. All were in favor.

**President Hazzouri** opened the meeting to the board.

**Attorney Durkin** stated that Michele Phillips and her attorney Dominic Mastri were in attendance at today's meeting in order for the board to consider the disability application for Ms. Phillips. Attorney Durkin recapped the sequence of events for the application, which was submitted to the Board in January of 2019. In March of 2019, Ms. Philips attended an IME with Dr. Lucian Bednarz who provided his report to the Board in May, 2019. The Board voted on Ms. Philips' application on November 20, 2019, which was denied. Ms. Philips and her attorney appealed the decision of the board and on May 28, 2020 Judge Mazzoni ruled that the board provide additional medical records from Dr. Ramos to Dr. Bednarz's office. The Board provided Dr. Bednarz the additional records on June 8, 2020. On August 26, 2020, Dr. Bednarz

provided his supplemental report and the board was ready to vote on Ms. Phillips' application at today's meeting.

Attorney Mastri stated that he had additional medical records on Michele Phillips from Dr. Julio Ramos which he wanted to present to the board. Attorney Durkin stated that there had been ample time to provide those additional records and he and his client had been advised that Ms. Phillips' application was going to be voted on at today's meeting. Attorney Mastri stated that he had tried unsuccessfully for months to get the medical records from Dr. Ramos' office; however, his requests went unanswered.

At that point, the Board decided not to vote on Ms. Phillips' application. The additional records from Dr. Ramos will be submitted to Dr. Bednarz for another supplemental report. **Mrs. Perry** made a motion to get a supplemental report from Dr. Bednarz and that no further reports from any doctors who have examined Ms. Phillips will be accepted after what is to be presented to Attorney Durkin by Attorney Mastri. Attorney Mastri agreed that no other medical records will be issued to the Board for their consideration regarding Ms. Phillips' disability application. The Board made an exception to close today's hearing on Ms. Phillips' application.


**Mr. Murray** seconded the motion. All were in favor.

**President Hazzouri** asked for a motion to adjourn the meeting.

**Mr. Murray** made a motion to adjourn the meeting.

**Mrs. Reed** seconded the motion. All were in favor.

**Meeting adjourned at 9:55 A.M.**

Minutes approved by:  Date: 10-21-2020  
John Hazzouri, President

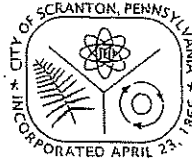
Respectfully submitted:  Date: 10-21-2020  
Kathy Carrera, Recording Secretary

# Council of the City of Scranton

340 No. Washington Avenue • Scranton, Pennsylvania 18503 • Telephone 570-348-4113 • Fax 570-348-4207

Lori Reed  
City Clerk

Kevin C. Hayes, Esq.  
Counsel



William Gaughan, President  
Kyle Donahue, Vice President  
Pat Rogan  
Jessica Rothchild, PT, DPT  
Mark McAndrew

## PROXY

I, William Gaughan, hereby revoke any previous proxies and appoint Lori Reed as my proxy to attend the meeting of:

Non-uniform pension board

On:

Sept. 16, 2020

And any continuation or adjournment thereof and to represent, vote and otherwise act for me in the same manner and with the same effect as if I were personally present.

This proxy and the authority represented herein are valid only on the above date and shall not survive said date.

Dated: 9-16-2020

Signed: William Gaughan

Witness: Kathy Carrera



RECEIVED

OCT 20 2020

OFFICE OF CITY  
COUNCIL/CITY CLERK

Date: October 20, 2020  
To: Council members  
From: Eileen Cipriani  
Executive Director

Re: **FY 2020 CDBG – SLHDA Project update**

In accordance with Resolutions #4-2020 passed by City Council in April, 2020, below please find an update on Scranton Lackawanna Human Development Administration's (SLHDA) approved project.

SLHDA submitted and was approved for a project to replace outdated surface and playground equipment at 637 Madison Ave. SLHDA has now purchased property at 310 Williams St for a pre-K center and intends to replace the outdated surface and playground equipment at this locations instead. The cost of the project and scope of work will remain the same as originally approved. HUD has approved this change of location and is not requiring a substantial amendment or further action on the part of the city.

If you have any questions please do not hesitate to reach out.

Sincerely

Eileen Cipriani

CITY OF SCRANTON OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT  
340 N. Washington Avenue • Scranton, Pennsylvania 18503 • Tel: (570) 348-4216 • Fax (570)348-4123 •  
[www.scrantonpa.gov](http://www.scrantonpa.gov)



## DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

### MEMORANDUM

Date: October 16, 2020  
From: The Human Resources Department  
To: All City of Scranton Employees  
Re: City of Scranton – Internal Audit

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OCT 16 2020

OFFICE OF CITY  
COUNCIL/CITY CLERK

### Notice to ALL City of Scranton Employees

The City's Human Resources Department will be conducting an internal audit of the tax and fee status on all employees beginning December 1, 2020. We please encourage everyone to make sure that all delinquencies are resolved as soon as possible. Delinquencies can range from waste/refuse bill collection debt; tax debt owed to the City, rental registration collection delinquencies, as well as health insurance/workman's compensation bill delinquencies and any other monies related to the subjection of City collection.

The contact information provided below can assist and guide in determining your tax and fee status:

#### **Waste/Refuse – City Tax Delinquencies:**

##### ***Scranton Single Tax Office***

(570) 963-7656

<https://scrantontaxes.com/>

##### ***Northeast Revenue***

(570) 207-3860

<https://www.nerevenue.com/>

\*Payment plans can be arranged with Northeast Revenue for delinquent real estate taxes and refuse fees.

#### **Rental Registration Delinquencies:**

##### ***City of Scranton Licensing, Inspections & Permits***

(570) 348-4193 Ext: 4523

<https://www.scrantonpa.gov/lips.html>

#### **Health Insurance -Workman's Compensation Delinquencies:**

##### ***City of Scranton Human Resources***

(570) 348-4246

[https://www.scrantonpa.gov/human\\_resources.html](https://www.scrantonpa.gov/human_resources.html)

Please contact the Scranton Human Resources Department with any other questions or concerns regarding your personal investigation(s) or the internal auditing process conducted by the City.

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OCT 19 2020

STATEMENT TO COUNCIL

OFFICE OF CITY  
COUNCIL/CITY CLERK

To: President Gaughan and members of City Council  
From: Mayor Paige Cagnetti, Deputy Mayor Carl Deeley and Joseph  
O'Brien, Solicitor  
Date: October 14, 2020

The purpose of this statement is to inform City Council the background to and reasons for the decision of the City Administration to reject the 2 proposals received by the City for the collection and marketing of recyclables and our intention to issue a 2<sup>nd</sup> RFP.

The historical background to this matter is significant.

Act 101 of 1988 known as the Municipal Waste Planning Waste Reduction Act mandated communities with a population of 5,000 or more to engage in curb side recycling of various types of bottles, jars, cans and paper (hereinafter referred to as "commingle and paper"). The municipalities in Lackawanna County which were mandated by Act 101 include Archbald, Blakely, Carbondale, Clarks Summit, Dickson City, Dunmore, Moosic, Old Forge, Olyphant, City of Scranton, South Abington Township and Taylor.

Act 101 places much of the responsibility for municipal waste management on the counties. Lackawanna County's response to Act 101 included: 1) the construction of a recycling center on Boulevard Avenue in the Greenridge section of the City; 2) the adoption of a county municipal waste management plan; 3) the passing of an ordinance regulating the disposal of waste in the County; 4) and the licensing of solid waste haulers; 5) the designation of Keystone Landfill in Throop Borough as the disposal state for all solid waste in the County; and 6) the creation of the Lackawanna County Solid Waste Management Authority to operate the Boulevard Avenue Recycling Center.

The Solid Waste Management Authority subsequently entered into contracts with the mandated municipalities. The contract with the City of Scranton was entered into on November 15, 1989 and was for a period of 10 years. We have not been able to locate a subsequent contract between the City and the Authority. IT appears, however, that the City and the Authority operated under the terms of the 1989 contract up to and including the closing of the recycling center in March of 2020.

The relevant terms of the contract between the City of Scranton and the Authority were as follows: 1) the Authority would accept newspapers, corrugated cardboard and magazines at the point of collection and glass containers, plastic beverage containers, ferrous metal containers and non-ferrous metal containers commingled at the point of collection; 2) The City would deliver all recyclable materials to the Authority's facility at no cost to the Authority, and that the Authority would accept all materials without charge to the municipality. The agreement provided that; 3) the responsibility for operation of the recycling facility was with the Authority; 4) all losses would be the sole responsibility of the Authority (and/or the County); and 5) any profits

would be distributed to the various municipalities prorate in accordance with the percentage of the material they were delivering. To our understanding, there were never any profits made by the Authority or distributed to the municipalities.

The City of Scranton and the Authority continued to perform under the 1989 agreement until March of 2005 when the Authority transferred operational responsibility of the recycling center to a Pennsylvania business corporation, known as the Lackawanna County Recycling Center, Inc., which is owned by Louis and Dominic DeNaples (hereinafter referred to as the "Operator"). The Authority and the Operator entered into Management Agreements on March 31, 2005, January 27, 2006 and March 3, 2006. The March 3, 2006 agreement was for a period of 5 years and required the Operator to pay the County \$5,000 per month as rent for the facility. I understand that the rent was increased to \$6,250 after 5 years and it has remained at that figure since this time. The Agreement also provided that the Authority would continue to provide work release prisoners to work the facility and that the Authority was responsible for the cost of plant improvements. TO our understanding, the rent continues to be paid by the Operator, but that the Authority has not made any plan improvements.

In March of 2020, the Operator closed the Recycling Center. Among the stated reasons for the closure were: 1) because of COVID and litigation, the County was no longer able to provide prisoners as low-cost labor; 2) the recyclables market had fallen to the point where it was no longer financially feasible to operate the recycling facility without any payment by the municipalities.

With the closure of the Recycling Center, the City began to reroute its commingle and paper to the Keystone Landfill at a rate of \$47.25 a ton, the agreed on rate between the City and the Landfill.

In August of 2020, the Recycling Center reopened. The City has resumed delivering commingle with glass, cardboard, paper products and other materials to the Recycling Center. The Operator charges \$40.00 a ton for commingle with glass. The most recent figures indicate that the City would anticipate 1,300 tons of commingle with glass per year. There is no charge for cardboard, paper or other materials. Tom Preambo said the most recent monthly bill they received from the Recycling Center was around \$3,000.

Neither the Operator, nor the Authority have entered into any formal contracts with any municipalities since the Recycling Center reopened. The municipalities continue to deliver recyclables to the Recycling Center and they are billed for whatever recyclables they deliver. None of the other municipalities engaged in any type of competitive bidding with respect to their recyclables. To our understanding, the Operator has agreed to keep his \$40 rate for commingle and not to charge for paper and other products in place until at least July of 2021.

The City received 2 bids for the collection and marketing of recyclables. The 2 bidders were GFL Environmental and J. P. Mascaro. The operator of the recycling center in Greenridge did not submit a bid, though they did pick up a bid package from the City.

The City has determined that both bids were non-responsive to the terms of the RFP/Invitation to Bidders for the following reasons: 1) neither GFL or Mascaro accept glass as part of commingle; 2) neither GFL or Mascaro accepts Christmas trees, leaves, bushes, branches or wood chips; 3) Mascaro indicated that its bid was void if it would be required to reimburse the City for the extra cost in delivering recyclables to a facility outside of the City. 4) neither company completed the disclosure form.

The City has also determined that the bids submitted by GFL and Mascaro were far greater than Lackawanna recycling as per the following:

Company	Commingle Cost / Ton (Annual Cost)	Paper Cost/Ton	Cardboard Cost/Ton	Other – Green waste/Christmas trees
GFL	\$100 (\$131,400)	\$60	\$20	No Service
Mascaro	\$130 (\$170,820)	\$70	\$30	No Service
Lackawanna Recycling	\$40 (\$52,560)			Free

(Commingle tonnage for 2019 was 1314)

To this end the City intends to issue a 2<sup>nd</sup> RFP with the intent of securing services for the collection of recyclables at a reasonable cost.





RECEIVED  
OCT 19 2020  
OFFICE OF CITY  
COUNCIL/CITY CLERK

Date: October 19, 2020

To: Members of  
Scranton City Council

From: Eileen Cipriani  
Executive Director

Re: Scranton, Pennsylvania  
COVID -19 Reimbursements through Lackawanna County Cares Act Funding

In accordance with Resolution #50 passed by City Council on July 28, 2020, attached please find a list of additional expenses incurred in the amount of \$3880.00 for the time period of October 16, 2020. These expenses fall under the estimated future expenses that requested in the amount of \$515,800.00 already included in the Resolution #50. We are submitting the enclosed expenses to Lackawanna County for reimbursement.

Thank you for your attention to this matter.

Sincerely

A handwritten signature in cursive script, appearing to read "Eileen Cipriani".

Eileen Cipriani



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OCT 19 2020

OFFICE OF CITY  
COUNCIL/CITY CLERK

Ms Margaret Piccatti  
Contract Manager, Lackawanna County  
123 Wyoming Avenue 5th Floor  
Scranton, Pa. 18503

RE: Lackawanna County COVID-19 County Relief Block Grant program  
City of Scranton COVID -19 Expenditures October 19, 2020

Contact Eileen Cipriani [ecipriani@scrantonpa.gov](mailto:ecipriani@scrantonpa.gov)

Phone 570-407-0173

Dear Ms Piccatti

Due to the public health emergency related to the potential spread of the Coronavirus [COVID-19] that exists in the U.S. and the Commonwealth of Pennsylvania, on March 15, 2020 Mayor Paige Gebhardt Cignetti declared a State of Emergency in the City of Scranton and signed a Mayoral Proclamation outlining certain immediate measures and guidance for residents of the City of Scranton. The city has documented expenses it has incurred to respond to the pandemic.

- Due to COVID -19 the City of Scranton has been sending commingled recycling to the Lackawanna Recycling Center.
  - Sept invoice Commingled Recycling 99.93 tons @ \$40/ton \$3997.20

**Total expenditures \$3997.70**



RECEIVED  
OCT 19 2020  
OFFICE OF CITY  
COUNCIL/CITY CLERK

Date: October 19, 2020  
To: Council members  
From: Eileen Cipriani  
Executive Director  
Re: Response to Council Questions Demolition process map.

Thank you for the opportunity to discuss the city's efforts to fight blight at the recent council meeting. I have enclosed the basic demolition flow chart.

Thank you for your inquiry. If you have any questions please do not hesitate to reach out.

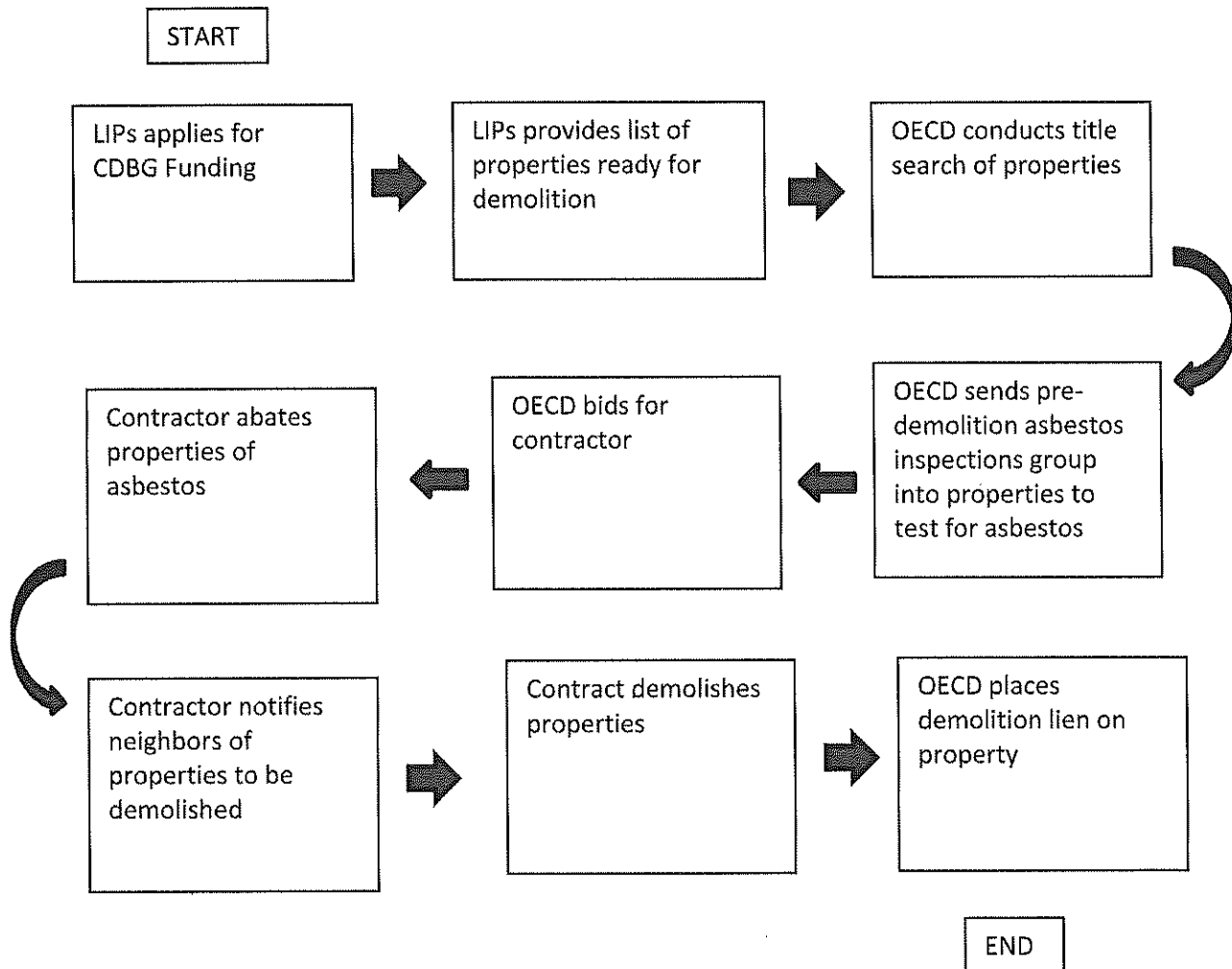
Sincerely

A handwritten signature in cursive script, appearing to read "Eileen Cipriani".

Eileen Cipriani

CITY OF SCRANTON OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT  
340 N. Washington Avenue • Scranton, Pennsylvania 18503 • Tel: (570) 348-4216 • Fax (570)348-4123 •  
[www.scrantonpa.gov](http://www.scrantonpa.gov)

# Demolition Flow Chart





## DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

### PA State and Local Internship Program (SLIP) Overview

The PA State & Local Internship Program's goal is to retaining the young people in our region. Many times our youth are not aware of the career opportunities in their own backyard. The objective of the program is to expose our youth to the many job opportunities in the region that will encourage them to stay or return after post-secondary education providing employers with a strong workforce for the future.

The interns hired by the city were funded through the PA SLIP program. This program is funded through the federal Workforce Innovation and Opportunity Act (WIOA), to help young adults develop workforce preparation skills by providing participants with their first work experience. Through the SLIP program interns worked for 8-10 weeks in various departments citywide and were paid wages at \$10.35 an hour. The city had 19 program interns this season, in 9 departments with multiple interns being offered permanent employment opportunities.

### COMPLETE LIST OF CITY OF SCRANTON 2020 SLIP SUMMER INTERNS

#### **Mayor's Office**

Abigail Corrigan  
Peter Gentile  
Miranda Pace  
Savannah Drummond  
Spencer McLaughlin  
Brenda Sodani

#### **Department of Public Works**

Grady Germain

#### **Treasury Department**

Philip Firjone  
Anthony Costanzo

#### **Human Resources Department**

Brian Fallon

#### **Business Administration Department**

Jacob Hoover

#### **Information Technology Department**

Jonathan O'Dell  
Michael Wynn  
Eric Idelfonso

#### **Department of Licensing, Inspections and Permits**

Trynity Lehman

#### **Law Department**

Abbey Donaldson

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OCT 19 2020

OFFICE OF CITY  
COUNCIL/CITY CLERK

Novembrino 10/31/2020

Scartelli	\$	835,000.00	Base bid
CO#1	\$	68,825.00	Splash Pad footers & piping
CO#2	\$	4,748.00	ceiling block replacement
CO#3	\$	13,286.00	excavate electrical updates & old wires
CO#4	\$	3,778.00	pavilion & site lighting on separate circuit
contract to date	\$	925,637.00	
paid to date	\$	739,180.80	
reimbursed by OECD	\$	(192,527.30)	
bal to finish incl Retainage	\$	186,456.20	

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D&M	\$	87,000.00	
CO#1	\$	4,601.85	backflow
CO#2	\$	7,386.02	new water service
CO#3	\$	18,737.77	install holding tank
CO#4	\$	1,659.59	new hose bibs
contract to date	\$	119,385.23	
paid to date	\$	77,220.72	
reimbursed by OECD	\$	(27,360.00)	
bal to finish incl Retainage	\$	42,164.51	

Leber	\$	55,000.00	
CO#1	\$	5,923.00	separate lighting feeds for pavilion
CO#2	\$	6,160.00	replace old damaged wires
CO#3	\$	350.00	new receptacles in main & back bldgs
CO#4	\$	6,820.00	grounding requirements on splash pad & contr
CO#5	\$	4,127.00	pavillion lighting & receptacles
contract to date	\$	78,380.00	
paid to date	\$	29,700.00	
reimbursed by OECD	\$	-	
bal to finish incl Retainage	\$	48,680.00	

DCNR Grant	\$	288,000.00
Reimbursement rec'd	\$	(259,200.00)
Bal of Grant	\$	28,800.00

SSA Grant

\$ 20,035.00

Contracted Professional Services Compensation to date (PA DCNR Project Expenditure #1):

7/27/17 = Invoice #1: \$7,720.00

4/01/18 = Invoice #2: \$17,845.00

7/10/18 = Invoice #3: \$18,176.00

03/04/19 = Invoice #4: \$16,830.00

9/28/2020= Invoice #5: \$19,472.50

Site Demolition Contract (PA DCNR Project Expenditure #5):

\$71,336.00 (out to bid 8/1/18, pre-bid 8/8/2018, bids rec'd 8/24/18, start date 10/25/2018, completed

City Administrative Costs to date (PA DCNR Project Expenditure #5):

Bid Advertisement: 2018 \$565.10; 2019 \$1092.90

City Co Stars Purchases to date (PA DCNR Project Expenditure #5):

Splash Pad equipment 2018-2019 \$156,649.00

Shelter 2019 \$19,200

Parks Capital expenditures budget balance 8.17.2020 \$454,480

DCNR Grant revenue is posted to 01.350.35070 (Act 47 & other grants)

pymts	OECD reimburse
\$ 33,750.00	\$ 33,750.00
\$ 119,250.00	\$ 119,250.00
\$ 105,300.00	\$ 39,527.30
\$ 102,600.00	
\$ 66,150.00	
\$ 94,500.00	
\$ 105,807.60	\$ 192,527.30 ttl OECD
\$ 111,823.20	

ttl	\$ 739,180.80	\$ 739,180.80
-----	---------------	---------------

	\$ 24,390.00	\$ 24,390.00	\$ 77,220.72
	\$ 2,970.00	\$ 2,970.00	
	\$ 4,590.00		
	\$ 16,110.00		
5&6	\$ 9,617.42		
7	\$ 4,077.66	\$ 27,360.00 ttl OECD	
8	\$ 15,465.64		
ttl	\$ 77,220.72		

ol wiring to activators

	\$ 18,900.00	\$ 29,700.00
	\$ 10,800.00	
ttl	\$ 29,700.00	



80,043.50

12/18/2018) Awarded to D&M Construction

71,336.00

1,658.00

156,649.00

19,200.00

\$ 1,174,988.02 total expenses

\$ (259,200.00) dcnr

\$ 915,788.02

\$ 1,452,288.73 total project

288000 less dcnr

\$ 1,164,288.73

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OCT 22 2020

OFFICE OF CITY  
COUNCIL/CITY CLERK

**Attachment E. Disclosures by Current Contractors**

**List of Municipal Officials**

**Mayor of Scranton**

**Scranton City Councilpersons**

**Scranton Controller**

**Scranton Tax Collector**

1. Provide the names and titles of all individuals providing professional services to the City including advisors and subcontractors, if any. After each name, please provide the responsibilities of that person regard to the professional services provided to the City of Scranton.

- *Charles Walter – Senior Director – insurance consulting*
- *Denise Lang – Lead Associate – client service, day to day services*
- *Bryan Turpack – Director – financial insurance consulting*

List the names of any of the above individuals who are current or former officials or employees of the City of Scranton and their position;

- *None*

List the names of any of the above individuals who has been a registered federal or state lobbyist and the date of the most recent renewal/registration.

- *None*

2. Since January 1, 2015, have any of the individuals identified in paragraph two above been employed by the City of Scranton. If yes, please identify the individual by his/her name and position with the City of Scranton and dates of employment.

- *No*

3. Since January 1, 2015, has the Contractor employed paid compensation to a third party intermediary, agent, or lobbyist to directly or indirectly communicate with any individual on the list of municipal officials in connection with any transaction or investment involving the Contractor and the City of Scranton. This question does not apply to any officer or employee of the Contractor who is acting within the scope of the Contractor's standard professional duties on behalf of the Contractor including the actual provision of legal, accounting, engineering, real estate, or other professional advice, services or assistance pursuant to its professional services contract with the City of Scranton.

- *No*

4. Since January 1, 2015 has any agent, officer, director, or employee of the Contractor solicited a third party to make a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made. If yes, please identify the agent, officer, director, or employee who made the solicitation; the individual or individuals who were solicited, and the municipal officers, candidates, political party, or political committee for whom the solicitation was made.

- *No*

5. Since January 1, 2015, has the contractor, officer, director, executive-level employee, or owner of at least five percent (5%) of the company made any contribution to a municipal official or candidate for municipal office in the City of Scranton. If yes, please identify the recipient, the amount, and the date of the contribution.

- *No*

6. Does the Contractor have a direct financial, commercial, or business relationships with any individual on the List of Municipal Officials. With regard to every municipal official for which the answer is yes, identify that individual and provide a detailed written description of that relationship.

- *No*

7. Since January 1, 2015, has the contractor, officer, director, executive-level employee, or owner of at least five percent (5%) of the company conferred any gift of more than nominal value to any individual on the list of Municipal Officials. A gift includes money, services, loans, travel, and entertainment, at value or discounted value. With regard to every municipal official for which the answer is yes, identify the recipient, the gift, and the date it was conferred.

- *No*

8. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the Contractor and officials or employees of the City of Scranton. If yes, please provide a detailed written explanation of the circumstances which you believe provide a basis to conclude that inapparent, potential, or actual conflict of interest may exist.

- *We are aware of no conflicts of interest.*

9. Please provide the name(s) and persons completing this form. One of the individuals identified by the Contractor in paragraph two must participate in completing this form and must sign the verification statement below.

- *Charles Walter*

#### VERIFICATION

I, Charles Walter hereby state that I am an employee of Willis Towers Watson, and that I am authorized to make this verification.

I verified that the facts set forth herein for entities providing professional services to the City of Scranton are true and correct to the best of my knowledge, information, and belief. I understand that false statements herein are made subject to penalties of 18 P.A.C.S section 4904 relating to unsworn falsification to authorities.

Signed: *Charles F. Walter*

Date: October 22, 2020



RECEIVED  
OCT 23 2020

Date: October 22, 2020  
To: Members of  
Scranton City Council  
From: Eileen Cipriani  
Executive Director  
Re: Scranton, Pennsylvania  
COVID -19 Reimbursements through Lackawanna County Cares Act Funding

OFFICE OF CITY  
COUNCIL/CITY CLERK

In accordance with Resolution #50 passed by City Council on July 28, 2020, below please find a list of additional expenses incurred in the amount of \$10,188.00 for the time period of July 1, 2020 to September 30, 2020 for recycling reimbursement. We are submitting the following expenses to Lackawanna County for reimbursement.

- July invoice Commingled Recycling 51 tons @ \$40/ton \$2040.00
- August invoice Commingled Recycling 103.77 tons @\$40/ton \$4150.80
- Sept invoice Commingled Recycling 99.93 tons @ \$40/ton \$3997.20

**Total- \$10,188.00**

Sincerely

Eileen Cipriani

CITY OF SCRANTON OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT  
340 N. Washington Avenue • Scranton, Pennsylvania 18503 • Tel: (570) 348-4216 • Fax (570)348-4123 •  
[www.scrantonpa.gov](http://www.scrantonpa.gov)

**From:** Kelley Lindsay  
**Sent:** Wednesday, October 21, 2020 2:20 PM  
**To:** Lori Reed  
**Cc:** Carl Deeley; William Gaughan; Michael Kohanski  
**Subject:** RE: City of Scranton Audit

RECEIVED  
OCT 21 2020

OFFICE OF CITY  
COUNCIL/CITY CLERK

Lori,

We agree that receiving the December 31, 2019 audited financial statements in mid-December 2020 is "not acceptable". In fact, at the conclusion of the December 31, 2018 audit we discussed this with Council at length and agreed that a September 30 completion date was feasible and committed to adhering to this due date as long as we received all of the requested financial information by **July 1**, which gave the City 6 months to prepare.

Please remember the following:

In my May 6<sup>th</sup> update to Council I reported the following:

- April 5, Rebecca created a 2019 Dropbox folder and began uploading information for Rainey and Rainey to begin the audit prep work
- May 6<sup>th</sup>, we were notified that the following information was ready to audit:
  - Long-term liabilities, including long-term debt, compensated absences and accrued interest (information on principal and interest payments was still needed)
  - Debt service fund

In my **July 23**, update to Council I reported the following:

- Audit testing for the following funds was complete:
  - Pension trust fund
  - Liquid fuels
  - Debt service
  - Internal service fund
- **Year-end accounting and audit prep for the following funds was still in process by Rebecca and Rainey & Rainey :**
  - **General fund**
  - **OECD**
  - **Special cities**
- Component Units:
  - **Redevelopment Authority – December 31, 2019 financial statements were outstanding**
- Single Audit:
  - **Need final schedule of expenditures of Federal awards**
- Other Areas:
  - **Other Post-Employment Benefits –the updated report from the actuary was still outstanding**

In my September 3, update to Council I reported that with the exception of the census data for the OPEB plan, **no additional information had been received.**

On October 1, we received the trial balances and some workpapers for the general fund, special cities fund and OECD. A partial list of some items, which are still outstanding, is attached. Additional items will be requested as we work through the audit.

Other items to consider:

- The City has a new business manager
- The City was shut down for several months due to the COVID-19 pandemic
- The City's accounting system was off-line several weeks due to a cyber-attack (after original July 1 deadline)
- The OECD is closed until November 1 while the employees are under quarantine

We are working diligently to accommodate the City audit in our schedule after receiving the information later than we had planned and will do everything possible to deliver the audit as soon as it is reasonably possible. Going forward, I will provide Council with weekly updates on our progress and welcome them to contact me directly if there are questions.

---

**KOHANSKI**  
Company, P.C.

Kelley Lindsay, CPA  
3939 Birney Avenue  
Moosic, PA 18507

Any advice contained within this email (including any attachments unless expressly stated otherwise) is based upon current facts and tax laws. Any changes in either the facts or current tax laws could significantly impact the advice and conclusions reached.

This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent entrusted with the responsibility of delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please delete all electronic copies of this message (and documents attached to it, if any), destroy any hard copies you may have created and notify me immediately by replying to this email. Thank you.

**From:** Lori Reed

**Sent:** Wednesday, October 21, 2020 11:39 AM

**To:** Kelley Lindsay

**Cc:** Carl Deeley <cdeeley@scrantonpa.gov>; William Gaughan <wgaughan@scrantonpa.gov>

**Subject:** City of Scranton Audit

Kelley: At the City Council meeting held last evening, October 20<sup>th</sup>, the Council requested that a response, to the October 16<sup>th</sup> email (attached) RE: the City's audit, be issued. The Council stated that a mid-December draft of the audit is "not acceptable." They would like to be provided with further explanation as to why the draft will not be supplied earlier than mid-December; any reasoning for the

delay and need for an extension of time to complete. The Council considers the audit to be a necessary component for the operating budgetary process and a mid-December submission is past that point for 2021 budget considerations.

If you have any questions please don't hesitate to contact me.

As always, thank you for your time and consideration of this request.

Lori

Lori Reed

City Clerk

City of Scranton

[lreed@scrantonpa.gov](mailto:lreed@scrantonpa.gov)



FILE OF THE COUNCIL NO. \_\_\_\_\_

2020

AN ORDINANCE

**AUTHORIZING THE MAYOR AND OTHER APPROPRIATE OFFICIALS OF THE CITY OF SCRANTON TO DONATE AN OBSOLETE AND INACTIVE FIRE ENGINE TO JOHNSON COLLEGE FOR USE.**

**WHEREAS**, the City of Scranton Fire Department is in possession of an obsolete fire engine, vehicle #E-15, 1989 Sutphen Truck, with a vehicle identification number of 1S9A1BBD3K1003704, which is inactive; and

**WHEREAS**, NFPA 1901 recommends apparatus over fifteen years be placed in reserve status; and

**WHEREAS**, NFPA 1901 recommends apparatus with open cab designs be removed from service; and

**WHEREAS**, repair of said engine is cost prohibitive; and

**WHEREAS**, Johnson College has a program to teach students about automotive and heavy machinery technology; and

**WHEREAS**, Johnson College desires to procure the fire engine to help educate students; and

**WHEREAS**, procurement of the fire engine would allow the students at Johnson College to train in automotive and/or heavy machinery technology; and

**WHEREAS**, the City of Scranton is not able to effectively use said fire engine; and

**WHEREAS**, the City of Scranton wishes to promote public safety by donating said fire engine for use by the students at Johnson College.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON** that the Mayor and other appropriate officials of the City of Scranton are authorized to donate an obsolete and inactive fire engine to Johnson College. Those same officials are hereby authorized to execute any and all documents necessary to effectuate the transfer of the vehicle and title.

**SECTION 1.** If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decisions shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance of any

**AUTHORIZING THE MAYOR AND OTHER APPROPRIATE OFFICIALS OF THE CITY OF SCRANTON TO DONATE AN OBSOLETE AND INACTIVE FIRE ENGINE TO JOHNSON COLLEGE FOR USE.**

- ***What Department is this legislation originating from? Where did the initiative for this legislation originate?***

The legislation originated from the Scranton Fire Department having discussions with Johnson Technical College to better utilize the fire engine for purposes other than selling it for scrap value. The scrap value for the vehicle would be approximately .04 to .05 cents per pound or approximately \$1,100 in value to the City.

- ***Summary and Facts of the legislation***

The City of Scranton no longer has use for this fire engine as it is now thirty years old and has served the City well as a frontline engine and reserve apparatus during its tenure. This fire engine was initially purchased and served as Engine 4 which served the downtown business district for approximately eight years (1989-1997). The Fire Engine then became Engine 15 which served the Petersburg Area of the City on Ash Street until the closure of that fire station in 2011. The Fire Engine was then placed into reserve status from 2011 until it was taken out of service in 2019. Due to its age, open cab design, and recommendations by the National Fire Protection Association it has been permanently taken out of service.

- ***Purpose – please include the following in the explanation:***

- ***What does the legislation do – what are the specific goals/tasks the legislation seek to accomplish?***

The legislation seeks to donate the fire engine to Johnson Technical College so they may use it in their diesel automotive program to help educate students on engine repair.

- ***What are the benefits of doing this/Down-side of doing this?***

*Benefits* - The benefits to donating this engine are to partner with community organizations to support their mission and in this case more specifically educational endeavors for students within the City of Scranton

*Downside* – The downside would be a loss of approximately \$1,100 in revenue that would be gained by the sale of this apparatus at scrap value.

- ***How does this legislation relate to the City's Vision/Mission/Priorities***

The legislation seeks to establish, maintain, and foster partnerships with educational institutions within the City of Scranton. The City's vision of enhancing opportunities for partnerships and service with organizations in the City is aligned with this ordinance.

- ***Financial Impact – please include the following in the explanation:***

## Legislative Cover Sheet – Scranton City Council

- ***Cost (initial and ongoing)***

The cost would be approximately \$1,100 in loss revenue to the City, however simply scrapping this vehicle would be a detriment to the potential use of this vehicle to another organization. Attempts have been made in the past to sell vehicles, however the market for a vehicle such as this is essentially non-existent due to lack of parts and the vehicle's overall age.

- ***Benefits (initial and ongoing)***

The ability for another organization to use this vehicle as an educational tool is an ongoing benefit as Johnson Technical College will be able to use it for years to come.

- ***Funding Sources – please include the following in the explanation:  
If transferring funds, please ensure specific accounts are noted; if appropriating funds from a grant, list the agency awarding the grant.***

N/A

- ***Priority Status/Deadlines, if any***

Johnson Technical College is currently in a position to begin using this vehicle immediately in their diesel automotive program. Currently the vehicle is being stored outside as the Fire Department has no indoor room to house the vehicle. The changing weather and arrival of winter will further degrade this vehicle and the City may then need to have it towed to its final destination. In its current condition the vehicle could be driven to Johnson Technical College and Title could be signed over to the institution with no cost to the City.

- ***Why should the Council unanimously support this legislation?***

A unanimous vote by council would show support for organizations within the City of Scranton and strengthen our resolve and commitment to being a partner with organizations within the City.

- ***Include any other pertinent details and/or relevant information that the Council should be aware of:***

N/A.



## DEPARTMENT OF LAW

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4105

OCTOBER 20, 2020

To the Honorable Council  
Of the City of Scranton  
Municipal Building  
Scranton, PA 18503

RECEIVED  
OCT 20 2020

Dear Honorable Council Members:

OFFICE OF CITY  
COUNCIL/CITY CLERK

ATTACHED IS AN ORDINANCE AUTHORIZING THE MAYOR AND  
OTHER APPROPRIATE OFFICIALS OF THE CITY OF SCRANTON TO DONATE  
AN OBSOLETE AND INACTIVE FIRE ENGINE TO JOHNSON COLLEGE FOR  
USE.

Very truly yours,

*Joseph A. O'Brien*  
Joseph A. O'Brien, Esquire  
Acting City Solicitor

JAO/sl

RESOLUTION NO. \_\_\_\_\_

2020

**APPOINTMENT OF MARY JO SHERIDAN, 1213 SCHLAGER STREET, SCRANTON, PENNSYLVANIA, 18504, TO SERVE AS A MEMBER OF THE LAND BANK EFFECTIVE SEPTEMBER 8, 2020. MS. SHERIDAN IS BEING APPOINTED TO FULFILL THE UNEXPIRED TERM OF MR. WAYNE BECK WHICH WILL EXPIRE ON FEBRUARY 9, 2024.**

WHEREAS, the Mayor of the City of Scranton desires to appoint Mary Jo Sheridan as a member of the Land Bank effective September 8, 2020 to fulfill the unexpired term of Mr. Wayne Beck. Therefore, Ms. Sheridan will serve the remainder of the term for Mr. Beck which will expire on February 9, 2024; and

WHEREAS, Mary Jo Sheridan has the requisite, experience, education and training necessary to serve as a member of the Land Bank.

**NOW, THEREFORE, BE IT RESOLVED** that Mary Jo Sheridan, 1213 Schlager Street, Scranton, Pennsylvania is hereby appointed as a member of the Land Bank effective as of September 8, 2020 and her term will expire on February 9, 2024.

**SECTION 1.** If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

**SECTION 2.** This Resolution shall become effective immediately upon approval.

**SECTION 3.** This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



## OFFICE OF THE MAYOR

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4101

October 13, 2020

Honorable Council of the City of Scranton  
340 N. Washington Avenue  
Scranton, PA 18503

Dear Council Members:

Please be advised that I am appointing Mary Jo Sheridan, 1213 Schlager Street, Scranton, Pennsylvania, 18504, to serve as a member of the Land Bank effective September 8, 2020.

Ms. Sheridan will fill the unexpired term of Wayne Back. Ms. Sheridan's term will expire on February 9, 2024.

I respectfully request City Council's concurrence in this appointment.

Sincerely,

Paige G. Cagnetti  
Mayor, City of Scranton  
PGC/ac

CC: Lackawanna County Commissioners  
Atty. Don Fredrickson, Lackawanna County Solicitor  
Joseph O'Brien, Esq., Acting City Solicitor  
Mary Jo Sheridan



## DEPARTMENT OF LAW

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4105

October 13, 2020

To the Honorable Council  
Of the City of Scranton  
Municipal Building  
Scranton, PA 18503

RECEIVED  
OCT 20 2020

Dear Honorable Council Members:

OFFICE OF CITY  
COUNCIL/CITY CLERK

ATTACHED IS A RESOLUTION FOR THE APPOINTMENT OF MARY JO SHERIDAN, 1213 SCHLAGER STREET, SCRANTON, PENNSYLVANIA, 18505, TO SERVE AS A MEMBER OF THE LAND BANK EFFECTIVE SEPTEMBER 8, 2020. MS. SHERIDAN IS BEING APPOINTED TO FULFILL THE UNEXPIRED TERM OF MR. WAYNE BECK WHICH WILL EXPIRE ON FEBRUARY 9, 2020.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,

*Joseph A. O'Brien (S)*  
Joseph A. O'Brien, Esquire  
Acting City Solicitor

JAO/sl

RESOLUTION NO. \_\_\_\_\_

2020

**RE-APPOINTMENT OF ANTHONY SANTOLI, 1041 PRESCOTT AVENUE, SCRANTON, PENNSYLVANIA, 18510 AS A MEMBER OF THE SHADE TREE COMMISSION FOR AN ADDITIONAL FIVE (5) YEAR TERM EFFECTIVE OCTOBER 29, 2020. MR. SANTOLI'S CURRENT TERM IS SCHEDULED TO EXPIRE ON OCTOBER 29, 2020 AND NEW TERM WILL EXPIRE ON OCTOBER 29, 2025.**

WHEREAS, Anthony Santoli's current term on the Shade Tree Commission is scheduled to expire October 29, 2020; and

WHEREAS, the Mayor of the City of Scranton desires to re-appoint Anthony Santoli as a member of the Shade Tree Commission for an additional five (5) year term effective October 29, 2020. His new term will expire on October 29, 2025; and

WHEREAS, Anthony Santoli has the requisite experience, education and training necessary to serve as a member of the Shade Tree Commission.

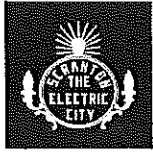
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that Anthony Santoli, 1041 Prescott Avenue, Scranton, Pennsylvania 18510 is hereby re-appointed to the Shade Tree Commission for a five (5) year term effective October 29, 2020. His new term will expire on October 29, 2025.

**SECTION 1.** If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

**SECTION 2.** This Resolution shall become effective immediately upon approval.

**SECTION 3.** This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.





## OFFICE OF THE MAYOR

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4101

October 8, 2020

Honorable Council of the City of Scranton  
340 N. Washington Avenue  
Scranton, PA 18503

### **RE: Shade Tree Commission Reappointment**

Dear Council Members:

Please be advised that I am reappointing Anthony Santoli, 1041 Prescott Ave., Scranton, PA, 18510, as a member of the Shade Tree Commission effective October 29, 2020.

Mr. Santoli is being reappointed to a (5) year term that will expire on October 29, 2025.

I respectfully request City Council's concurrence in this reappointment.

Sincerely,

Paige G. Cagnetti,  
Mayor, City of Scranton

PGC/ac

Cc: Scranton Shade Tree Commission  
Joseph O'Brien, Esq. City Solicitor  
Carl Deeley, Business Administrator  
Anthony Santoli



## DEPARTMENT OF LAW

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4105

October 13, 2020

To the Honorable Council  
Of the City of Scranton  
Municipal Building  
Scranton, PA 18503

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION RE-APPOINTMENT OF ANTHONY SANTOLI, 1041 PRESCOTT AVENUE, SCRANTON, PENNSYLVANIA, 18510 AS A MEMBER OF THE SHADE TREE COMMISSION FOR AN ADDITIONAL FIVE (5) YEAR TERM EFFECTIVE OCTOBER 29, 2020. MR. SANTOLI'S CURRENT TERM IS SCHEDULED TO EXPIRE ON OCTOBER 29, 2020 AND NEW TERM WILL EXPIRE ON OCTOBER 29, 2025.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,

A handwritten signature in cursive script that reads "Joseph A. O'Brien" followed by a large, stylized initial "S" in parentheses.

Joseph A. O'Brien, Esquire  
Acting City Solicitor

JAO/sl

RESOLUTION NO. \_\_\_\_\_

2020

**AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS FOR THE CITY OF SCRANTON TO EXECUTE AND ENTER INTO AN AGREEMENT WITH NORTHEASTERN PENNSYLVANIA ALLIANCE, 1151 OAK ST. PITTSBURGH, PENNSYLVANIA 15201-3726 TO PROVIDE THE CITY OF SCRANTON AND OECD WITH UNDERWRITING SERVICES AND SUPPORT FOR THEIR VARIOUS LOAN AND GRANT PROGRAMS.**

**WHEREAS**, the City of Scranton, through its Office of Economic and Community Development, administers various loan and grant programs; and

**WHEREAS**, in connection with such loan and grant programs, the City of Scranton Office of Economic and Community Development publicly sought requests for proposals to provide underwriting services for the loan and grant programs, attached hereto as Exhibit "A"; and

**WHEREAS**, the most qualified proposal received to provide underwriting services was submitted by Northeastern Pennsylvania Alliance, attached hereto as Exhibit "B"; and

**WHEREAS**, the City of Scranton desires to accept the proposal of Northeastern Pennsylvania Alliance to provide underwriting services by entering into the Agreement attached hereto as Exhibit "C" and incorporated herein as if set forth at length.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON** that the Mayor and other appropriate City Officials are hereby authorized to execute and enter into an Agreement, substantially in the form attached hereto as Exhibit "C", with Northeastern Alliance to provide underwriting services.

**SECTION 1.** If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

**SECTION 2.** This Resolution shall become effective immediately upon approval.

**SECTION 3.** This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, Known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

**AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS FOR THE CITY OF SCRANTON TO EXECUTE AND ENTER INTO AN AGREEMENT WITH NORTHEASTERN PENNSYLVANIA ALLIANCE, 1151 OAK ST., PITTSBURGH, PENNSYLVANIA 15201-3726 TO PROVIDE THE CITY OF SCRANTON AND OECD WITH UNDERWRITING SERVICES AND SUPPORT FOR THEIR VARIOUS LOAN AND GRANT PROGRAMS**

- *What Department is this legislation originating from? Where did the initiative for this legislation originate?*

OECD - RFP for Underwriting Services. The City of Scranton is providing loans in the amount of \$3,000.00 - \$250,000.00 to small businesses in the City of Scranton as part of the underwriting loan services. NEPA Alliance will assist the City of Scranton in providing underwriting services and support on applicants seeking said loans. NEPA Alliance will receive \$500 per application for services, not to exceed \$20,000.00 per calendar year.

- *Summary and Facts of the legislation*

After publicly seeking requests for proposals to provide underwriting services for the loan and grant services, OECD seeks to contract with NEPA Alliance to provide underwriting services for OECD loan and grant programs. NEPA Alliance was the most qualified proposal to provide the underwriting services.

- *Purpose – please include the following in the explanation:*

- *What does the legislation do – what are the specific goals/tasks the legislation seek to accomplish?*

Legislation will allow OECD to streamline and professionalize the underwriting component of its loan and grant programs.

- *What are the benefits of doing this/Down-side of doing this?*

*Benefits -* allow OECD to streamline and professionalize the underwriting component of its loan and grant programs

*Downside -* N/A.

- *How does this legislation relate to the City's Vision/Mission/Priorities*

As the office of OECD functions to identify grant and loan programs to help the City by supporting a variety of community and economic development initiatives, the ability to streamline the underwriting process will help to obtain the funds to support the initiatives for the benefit of the City of Scranton and its residents.

- *Financial Impact – please include the following in the explanation:*

- *Cost (initial and ongoing)*

NEPA Alliance will be compensated \$500 for each application reviewed regardless of outcome of application. The maximum amount to be billed within any calendar year is not to exceed \$20,000.00.

- ***Benefits (initial and ongoing)***

The benefit of this legislation will ensure that the loan applications will be processed promptly.

- ***Funding Sources – please include the following in the explanation:  
If transferring funds, please ensure specific accounts are noted; if appropriating funds from a grant, list the agency awarding the grant.***

OECD funds

- ***Priority Status/Deadlines, if any***

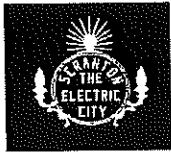
The Office of OECD would like to enter into the Memorandum of Understanding as soon as possible.

- ***Why should the Council unanimously support this legislation?***

This legislation would allow OECD to streamline and professionalize the underwriting of the OECD grant and loan programs.

- ***Include any other pertinent details and/or relevant information that the Council should be aware of:***

None at this time.



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## REQUEST FOR PROPOSALS

Electronic proposals will be received by the City of Scranton via **online** submissions to the Drop Box labeled **"OECD Loan Underwriting Company RFP"** until 10:00 a.m. \_\_\_\_\_ 2020, at which time such proposals will be opened in the City Council Chambers for the following:

### CITY OF SCRANTON OECD Loan Underwriting Company

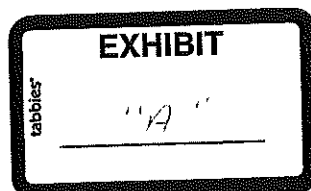
All proposals shall be in accordance with the provisions of the Request for Proposals (RFP) which is now available and can be picked up at the Office of the Bureau of Purchasing, 4th Floor, City Hall, 340 North Washington Avenue, Scranton, PA 18503.

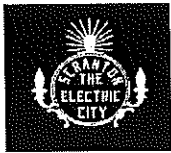
Online Drop Box proposals will be received and identified by "Proposal – RFP – OECD Loan Underwriting Company." The proposals should be downloaded to the City Controller's Office drop box labeled "OECD Loan Underwriting RFP" by the date and time specified above.

The link to the drop box is as follows: \_\_\_\_\_

If you have any questions, please contact Tiffany Cross-Luciani [tcluciani@scrantonpa.gov](mailto:tcluciani@scrantonpa.gov), as noted in the Request for Proposals.

\_\_\_\_\_  
Eileen Cipriani, MS  
Executive Director of OECD





## I. GENERAL INFORMATION

### A. PURPOSE

This Request for Proposals (RFP) provides interested parties with sufficient information to prepare and submit proposals for consideration by the City of Scranton for Office of Economic and Community Development (OECD) **Loan Underwriting Company RFP**.

### B. ISSUING OFFICE

1. This Request for Proposals is issued for the City of Scranton Office of Economic and Community Development (OECD). City of Scranton OECD is the sole point of contact for questions pertaining to this Request for Proposals. The submittal of proposals must be submitted not later than 10:00 a.m. on \_\_\_\_\_ to:

**City of Scranton Office of the City Controller**  
\_\_\_\_\_(Dropbox Link)

2. The Proposal shall be submitted by online Drop Box submission labeled:

**"Proposal – RFP – OECD Loan Underwriting Company RFP."**

3. Proposals will be handled confidentially by the City during the pre-award process.
4. The proposal shall be binding for a period of ninety (90) days from the due date for submission.
5. The City of Scranton will not be responsible for any expenses incurred by a proposer in connection with this procurement.

### C. SCOPE OF SERVICES

The underwriting company shall provide an itemization of the fees it will charge for the following services:

1. Provide any certifications which may be held by the submitting organization
2. Receives Loan applications from applying businesses via the Office of Economic and Community Development (OECD)
3. Reviews application to ensure accuracy and that all necessary information is completed with each application
4. Following the guidelines of the funding source (HUD, DCED, etc.) make recommendation to approve or decline the business application
5. Once an application is approved, the underwriter shall providing a details explanation for such determination
6. If an application is declined, the underwriter shall providing a details explanation for such determination

### D. QUESTIONS

Any questions regarding this Request for Proposals should be directed to the Office of Economic and Community Development via email only to: **Tiffany Cross-Luciani at [tcluciani@scrantonpa.gov](mailto:tcluciani@scrantonpa.gov)**.



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All questions must be received by 2:00 p.m. on \_\_\_\_\_, 2020. Inquiries received after 2:00 p.m. will not receive responses. **No telephone calls with questions will be taken.**

**E. ADDENDA**

To ensure consistent interpretation of certain items, answers to questions the City deems to be in the interest of all will be made available to all respondents. *Responses to questions will be issued in the form of an Addendum to the Request for Proposals.*

**F. PUBLIC OPENING**

Drop box Proposals will be opened and can be watched using the following livestream link on \_\_\_\_\_ 2020 at 10 am: \_\_\_\_\_

**II. GENERAL CONDITIONS**

A. No verbal information to bidders will be binding on the City. The written requirements will be considered clear and complete, unless written attention is called to any apparent discrepancies or incompleteness before the opening of the proposals. All alterations to the Request for Proposals will be made in the form of a written communication emailed to all prospective proposers. The communications shall then be considered to be part of the Request for Proposals.

B. Submission of a proposal will be considered as conclusive evidence of the proposer's complete examination and understanding of the request.

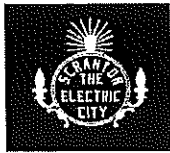
C. The City of Scranton reserves the right to reject any and all proposals submitted and to request additional information from any Proposer. The City of Scranton reserves the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interests of the City of Scranton. The City may elect, at its sole and absolute discretion, to award a Contract based on the initial proposals, or, to open negotiations, either written or oral, with one or more proposers to address performance, technical, pricing, delivery, or other provisions. If negotiations are opened, the City may elect, at its sole and absolute discretion, to conclude negotiations at any time if it is determined to be in its best interest, or they will be closed upon settlement of all questions and clarifications. Proposals may be rejected and negotiations terminated by the City. The award will be based on the offers submitted, as well as any and all negotiations conducted. The City further reserves the right to reject all proposals and seek new proposals when such procedure is considered to be in the best interest of the City.

D. The award will be made to that responsive and responsible proposer whose proposal, conforming to requirements of the request, will be most advantageous to the City, price and other factors considered. The award may or may not be made to the firm with the lowest cost.

E. The City shall have the right, without invalidating the contract, to make additions to or deductions from the items or work covered by the Request for Proposals. In case such deductions or additions are made, an equitable price adjustment shall be made between the City and the Proposer. Any such adjustments in price shall be made in writing.

F. After notice from the City, the selected proposer will be required to enter into a contract upon receipt of a Notice of Award. If a contract is not executed by the selected proposer, then the City reserves the right to retract the Notice of Award and enter into a contract with another proposer.





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G. Proposals must be in typewritten form. Unsigned proposals will not be accepted. Proposers are expected to examine the content of the request and respond accordingly. Failure to do so will be at the Proposer's risk.

H. No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the City upon any contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City or who had failed to faithfully perform any previous contract with the City.

I. Unless otherwise specified, all formal proposals submitted shall be binding for ninety (90) calendar days following the bid opening date and may be extended at the agreement of both parties.

#### J. AUTHORITY

The Office of Economic and Community Development has the sole responsibility to respond to inquiries regarding the Request for Proposals.

#### K. COMPLIANCE WITH LAWS

The firm selected shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, City and other local government agencies, which may in any manner affect the performance of the contract. The firm selected shall also maintain any licenses issued by the City and/or its third party, including, but not limited to licenses to perform electrical, plumbing, HVAC, construction, etc. and be in good standing with all City departments and its affiliates. Failure to maintain required licenses and be in good standing may result in bid disqualification and/or voiding of any contract that may result therefrom.

#### L. CONTRACTOR COMPLIANCE

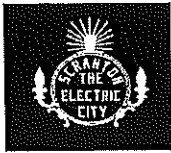
If applicable, each respondent is required to be in compliance with the City of Scranton local tax requirements. Failure to be in compliance with City of Scranton local tax requirements may result in bid disqualification and/or voiding of any contract that may result therefrom.

#### M. CONTRACT TERMINATION

A contract may be canceled by the City by giving the respondent written notice of intent to cancel.

#### N. CONTROLLING LAW

This Request for Proposals is governed by, and will be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania without regard to any conflict of law provisions.



#### O. PROPOSAL INSURANCE REQUIREMENTS

By submitting a Proposal, the proposer agrees that it now carries or will carry throughout the term of any Contract generated as a result of this Request for Proposals, at a minimum, the following types and amounts of insurance:

Workers' Compensation	Statutory
Employer's Liability	\$500,000
Professional Liability	\$1,000,000 each occurrence
Comprehensive General Liability (including Blanket Contractual Liability Insurance)	\$1,000,000 aggregate
Bodily Injury \$1,000,000 each occurrence \$1,000,000 aggregate	\$1,000,000 each person
Property Damage	\$500,000 each occurrence
Personal Injury	\$500,000
Comprehensive Automobile Liability	
Bodily Injury \$500,000 each occurrence	\$300,000 each person
Property Damage	\$500,000 each occurrence

Certificates of Insurance shall be furnished to the City of Scranton upon request.

#### P. BIDDER'S ETHICS AND COLLUSION

**Collusive Bidding:** Any firm that submits more than one proposal in such a manner as to make it appear that one of the proposals submitted is competitive with that of a different proposer, or any two or more firms that agree to fix their respective proposals in such a manner as to be awarded the contract shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

**Bribery:** Any firm that attempts to influence a City official to award this contract to such proposer's firm by promising to provide or by providing to such City official any gratuity, entertainment, commission or any other gift, in exchange for a promise to award the contract to such firm shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

**Conflict of Interest:** Any firm that knows of any City official having a material direct or indirect financial interest in such proposer's firm shall be required to submit a written statement, along with the Form of Proposal, detailing such interest. Failure to disclose a known such financial interest shall result in the firm's disqualification from further consideration of award of this contract.



#### Q. INDEMNIFICATION

This agreement shall be binding on the parties hereto, their heirs, successors and assigns.

#### R. OPEN RECORDS LAW/PUBLIC INFORMATION

Under the Pennsylvania Right-to-Know Law (the "Law"), 65 P. S. Section 67.101 et. seq., a record in the possession of the City is presumed to be a public record subject to disclosure to any legal resident of the United States, upon request, unless protected by a statutory exception.

Any contract dealing with the receipt or disbursement of funds by the City or the City's acquisition, use or disposal of services, supplies, materials, equipment or property is subject to disclosure under the Law. The following are not subject to disclosure under an exception in the Law:

1. A proposal pertaining to the City's procurement or disposal of supplies, services or construction prior to the award of a contract or prior to the opening and rejection of all bids; and
2. Financial information of a bidder or proposer requested in an invitation to bid or request for proposals to demonstrate the bidder's or proposer's economic capability.

#### S. TRANSFERS AND ASSIGNMENTS

1. Consultant shall not, without written consent of the City, assign, hypothecate or mortgage this agreement. Any attempted assignment, hypothecation or mortgage without the consent of the City shall render this agreement null and void.
2. Neither this agreement nor any interest therein shall be transferable in proceedings in attachment or execution against bidder or in voluntary or involuntary proceedings in bankruptcy or insolvency or receivership taken by or against the respondent, or by any process of law including proceedings under Chapter X and XI of the Bankruptcy Act.

### III. PROBLEM STATEMENT

The Request for Proposals format for professional services enables the City to thoroughly evaluate the conditions for selection such as prior class action legal experience with sufficient flexibility in awarding the contract.

#### A. REJECTION OF PROPOSALS

The City of Scranton reserves the right to reject any and all proposals received resulting from this request and to negotiate with those respondents deemed finalists.

#### B. INCURRING COSTS

The City of Scranton will not be liable for costs incurred by the selected proposer prior to the issuance of a contract.

#### C. PRE-PROPOSAL CONFERENCE



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A pre-proposal conference will not be held.

#### D. REFERENCES

As a requirement for consideration, proposals must include at least two (2) references, including contact information, who can attest to the attributes of the proposer. Experience in roadway improvement projects will be given greater consideration in the evaluation of the proposals.

### IV. CRITERIA FOR SELECTION

#### A. EVALUATION PROTOCOL

All proposals received by the City of Scranton will be reviewed by the City Office of Economic and Community Development. The Office of Economic and Community Development Department will review the merits of content and select the proposal which most closely meets the requirements of the Request for Proposals. The final selection may not be the lowest cost proposal but that which most closely meets the requirements of the City.

#### B. SELECTION BASED ON QUALIFICATIONS

The proposal selected by the City Office of Economic and Community Development Department will be deemed to respond most favorably to the requirements of the Request.

Conditions relevant to evaluation will include:

1. The experience of the proposer in title search projects;
2. The resources and ability of the proposer to complete the work requested in a timely and professional manner;
3. The experience of the proposer for overseeing the title search project, including bidding and oversight; and
4. The projected overall cost to the City of Scranton.

### V. PROPOSAL REQUIREMENTS

Proposals must meet the identified criteria and format. Consideration will be based on compliance with those requirements. All other information considered relevant by the proposer will be included as addenda information to the proposal.

#### A. STATEMENT OF SERVICES RENDERED

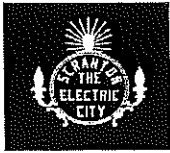
The proposer will identify the scope of services provided to the City of Scranton for its **OECD Loan Underwriting Company Projects**.

#### B. MANAGEMENT SUMMARY

Provide a narrative description of the proposed effort and a list of services delivered by the proposer.

#### C. ACTION PLAN

Describe in narrative form a proposed plan of action for accomplishing the objectives of the Project. A detailed time line for implementation, the reaching of each milestone of the project, and completion must be provided. The City plans to implement the project as quickly as possible, and to have the entire project completed by 2023. The City retains the right to negotiate the timing of the project's implementation and completion, as well as the right to reject any Proposal containing a timeline not in conformity with the City's proposed implementation and completion dates.



**D. EXPERIENCE**

Include examples of experience as an engineer for any real estate title search projects. The documentation of experience should include primary and secondary services, if applicable, and any pertinent experience of the support staff. References related to prior activities should be listed in the addenda section, including contact information.

**E. PERSONNEL**

Include the names of executive and professional personnel who will be assigned to the activities of the Real Estate Title Agencies: Title Searches for Demolition of Hazardous Structures Project, including support staff. Resumes for those assigned directly to the activities of this project may be included in the addenda section.

**F. COST AND PRICE PROPOSAL**

Payment for Services under this Project shall be on a time and materials, not-to-exceed fee basis. The Proposal shall include a Cost Proposal which shall identify a schedule of proposed hourly billing rates for all members of the Consulting Team, as well as a total not-to-exceed fee for all of the services required to complete this Project. The Proposal shall include a detailed spreadsheet showing the hours, labor costs, expenses and total cost for each task in the Project. The Cost Proposal shall include a not-to-exceed budget for reimbursable expenses, including, but not limited to mileage and document reproduction. The Cost Proposal shall also estimate all potential fees associated with obtaining all permits required to complete the Project in accordance with applicable laws. Expenses for telephone, facsimile and computer charges will not be allowed.

If the Proposer anticipates additional services not addressed in the Request for Proposals which, in its opinion, will be required to complete the Project, such additional services shall be noted, with a general explanation, a brief justification for the services, and a corresponding proposal for the same.

Unless otherwise approved in writing by the City's Business Administrator, the proposer selected shall not be entitled to any payment from the City in excess of the not-to-exceed fee provided.

**G. AFFIDAVITS**

The following affidavits are required by the City of Scranton:

- Affirmative Action Certificate
- Certificate of Non-Segregated Facilities
- Non-Collusion Affidavit

**H. CONTRACT**

The party selected for legal services will execute the City of Scranton's Office of Economic and Community Development services contract.

**I. INSURANCE COVERAGE**

All proposals submitted to the City of Scranton shall include the following:

- A statement of the prospective proposer's insurance coverage. The City requires the successful proposer to carry the types and amounts of insurance listed hereinabove. All



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insurance coverages should name the City of Scranton as an additional insured. All insurance coverages must be kept effective during the contract period. The loss of insurance coverages could result in contract termination;

- A statement of assurance attesting that the prospective proposer is not currently in violation of any regulatory rules and regulations that may impact its operations;
- A statement that the prospective proposer is not involved in any current litigation against the City of Scranton.

**Attachment A. Affirmative Action Certification**

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it, such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's

noncompliance with affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

- (7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.
- (8) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- (9) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (10) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Name of Bidder)

BY \_\_\_\_\_

TITLE \_\_\_\_\_



**Attachment B. Certificate of Non-Segregated Facilities**

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal sub-contractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Name of Bidder)

BY \_\_\_\_\_

TITLE \_\_\_\_\_

**Attachment C. Non-Collusion Affidavit of Prime Bidder**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being  
first duly sworn, deposes and says that:

1. He is \_\_\_\_\_  
(Owner, partner, officer, representative or agent)

of \_\_\_\_\_, the Bidder that has  
submitted the bid;

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Non-Collusion Affidavit  
Signature Page

Signed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(TITLE)

MY COMMISSION EXPIRES \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_\_

**Disclosures by Current Contractors**

1. Provide the names and titles of all individuals providing professional services to the City of Scranton, including advisors and subcontractors, if any. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
  - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton and their position;
  - List the names of any of the above individuals who has been a registered federal or state lobbyist and the date of the most recent renewal/registration.
2. Since January 1, 2011, have any of the individuals identified in paragraph two above been employed by the City of Scranton. If yes, please identify the individual by his/her name and position with the City of Scranton and dates of employment.
3. Since January 1, 2011, has the Contractor employed paid compensation to a third party intermediary, agent, or lobbyist to directly or indirectly communicate with any individual on the list of municipal officials in connection with any transaction or investment involving the Contractor and the City of Scranton. This question does not apply to any officer or employee of the Contractor who is acting within the scope of the Contractor's standard professional duties on behalf of the Contractor including the actual provision of legal, accounting, engineering, real estate, or other professional advice, services or assistance pursuant to its professional services contract with the City of Scranton.
4. Since January 1, 2011 has any agent, officer, director, or employee of the Contractor solicited a third party to make a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made. If yes, please identify the agent, officer, director, or employee who made the solicitation; the individual or individuals who were solicited, and the municipal officers, candidates, political party, or political committee for whom the solicitation was made.
5. Since January 1, 2011, has the contractor made any Contribution to a municipal official or candidate for municipal office in the City of Scranton. If yes, please identify the recipient, the amount, and the date of the contribution.
6. Does the Contractor have a direct financial, commercial, or business relationships with any individual on the List of Municipal Officials. With regard to every municipal official for which the answer is yes, identify that individual and provide a detailed written description of that relationship.
7. Since January 1, 2011, has the Contractor conferred any gift of more than nominal value to any individual on the List of Municipal Officials. A gift includes money, services, loans, travel, and entertainment, at value or discounted value. With regard to every municipal official for which the answer is yes, identify the recipient, the gift, and the date it was conferred.

8. Did the Contractor make political contributions the meet all of the following four criteria: (i) The contribution was made at any time since January 1, 2011; (ii) the contribution was made by an officer, director, executive-level employee, or owner of at least five percent (5%) of the Contractor; (iii) the amount of the contribution was at least \$500.00 in the form of either a single contribution by an officer, director, executive-level employee or owner of at least five percent (5%) or the aggregate of all contributions by all officers, directors, executive-level employees, and owners of at least five percent (5%) and (iv) the contribution was made to a candidate for any public office in the Commonwealth of Pennsylvania or to an individual who holds that office, or to a political committee of a candidate for public office in the Commonwealth of Pennsylvania or of an individual who holds that office. If yes, then the Contractor shall provide the following information: the name and address of the contributor, the contributor's relationship to the Contractor, the name and office or position of each recipient, the amount of the contribution, and the date of the contribution.
9. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the Contractor and officials or employees of the City of Scranton. If yes, please provide a detailed written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.
10. Please provide the name(s) and person(s) completing this form. One of the individuals identified by the Contractor in paragraph two must participate in completing this form and must sign the verification statement below.

**VERIFICATION**

I, \_\_\_\_\_, hereby state that I am \_\_\_\_\_  
for \_\_\_\_\_, and am authorized to make this verification.

I verify that the facts set forth in the foregoing Act 44 Disclosure Form for entities providing professional services to the City of Scranton are true and correct to the best of my knowledge, information, and belief. I understand that false statements herein are made subject to penalties of 18 P.A.C.S section 4904 relating to unsworn falsification to authorities.

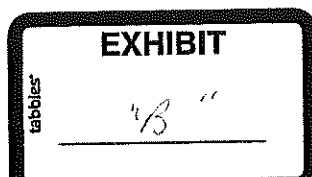
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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## NORTHEASTERN PENNSYLVANIA ALLIANCE

The Northeastern Pennsylvania Alliance (NEPA) is one of seven sub-state regional agencies designated as a Local Development District by the state and federal governments to enhance economic and community development activities in the Commonwealth of Pennsylvania. The Alliance carries out its mission within a seven-county region of Northeastern Pennsylvania. The region is composed of Carbon, Lackawanna, Luzerne, Monroe, Pike, Schuylkill, and Wayne counties; has a total population of 975,000 and covers 4,400 square miles. The Alliance was organized in 1964 by the private sector that saw the need for a regional approach to economic and community development issues within the region. NEPA is now a public/private sector partnership with representation from government and non-governmental private sector organizations.

NEPA is governed by a 53-member Board of Directors headed by Board Chairman, Joseph Sebelin, and includes diverse representation from the seven-county region. The NEPA Board is 51% public sector. Jeffrey Box, President & CEO, provides executive leadership working with state and federal legislators to expand and explore opportunities that will be beneficial for Northeast Pennsylvania.

NEPA's Business Development Division helps businesses increase their marketplace through government contract assistance, expansion into international trade markets, the provision of low interest loan program opportunities, entrepreneurship support, e-business marketing, and assistance with many state and federal economic development initiatives and programs.

Transportation Division under a PennDOT contract, this division also administers a rural transportation improvement and planning program involving five counties within the northeast region. Service offerings also include consultation relative to current community development initiatives and programs, facilitating regional projects and special professional services contracts.

NEPA also administers and operates the Nonprofit & Community Assistance Center (NCAC), which focuses upon providing assistance to non-profit and community organizations throughout the seven-county region. NCAC offerings include grant funding search services, a funding assistance resource library, technical grant writing assistance, various professional and organizational development seminars and the presentation of the annual NCAC Community Awards Program, recognizing outstanding community service projects and activities within the region.

NEPA is a public/private partnership with representation from government and private sector investors. NEPA's goal is to provide a quality menu of programs and services that best match the needs of our partners, while adding value to the region.

## NORTHEASTERN PENNSYLVANIA ALLIANCE ORGANIZATIONAL PROFILE

Firm Name & Address: Northeastern Pennsylvania Alliance (NEPA)  
1151 Oak St.  
Pittston, Pennsylvania 18640-3726

Internet Address: [www.nepa-alliance.org](http://www.nepa-alliance.org)

Year Firm Established: 1964

Name of Principal to Contact: Mr. Stephen Ursich  
Title: V.P. – Business Development Services  
Email: [sursich@nepa-alliance.org](mailto:sursich@nepa-alliance.org)  
Telephone: 570-891-4649  
Fax: 570-654-5137

Firm Identification Number: 23-1652755

Number of employees: 24 full time

Counties Served: Carbon, Lackawanna, Luzerne, Monroe, Pike, Schuylkill & Wayne

### Affiliations:

- Appalachian Regional Commission (ARC)
- Economic Development Administration (EDA)
- Local Development District Association of Pennsylvania (LDDAP)
- Pennsylvania Department of Transportation Planning Partner (Rural Planning Organization)
- Pennsylvania State Data Center
- Lackawanna/Luzerne Metropolitan Planning Organization (MPO)
- American Planning Association (APA)
- National Association of Development Organizations (NADO)

### Regional Committees Convened by NEPA:

- Blue Ribbon Task Force
- Focus 81 Committee
- Business Loan Review Committee



## **PROPOSED PROFESSIONAL CONSULTATION SERVICES**

### **WORK PLAN APPROACH**

In accordance with the Request For Proposals announced by the City of Scranton Office of Economic and Community Development (OECD), NEPA has developed the following proposal to provide professional consultation assistance with the objective of assisting the City of Scranton OECD with properly and efficiently process loan requests put forth to the OECD.

#### **I. PURPOSE**

This proposal will therefore define the parameters for the participation of the Northeastern Pennsylvania Alliance in a professional consultation role with the City of Scranton OECD, the specific scope of services that NEPA will provide, and the terms and conditions under which they would be provided.

#### **II. OBJECTIVES**

The overall objective of NEPA's involvement is to provide The City of Scranton OECD with underwriting services and support for their various loan programs.

#### **III. SCOPE OF SERVICES**

In order to achieve the objectives of this project, NEPA will:

- A. Accept Loan packages from the City of Scranton OECD. Evaluate those packages for accuracy, thoroughness, and completeness.
- B. NEPA Alliance shall be responsible for evaluating each application as per loan policy, work plan or other loan agreement with funders as per the City of Scranton OECD guidelines and requirements.
- C. NEPA Alliance will prepare a Credit Memorandum (Credit Memo) as per standard NEPA Alliance practice. The Credit Memo will include a summary of the company, transaction information (sources and uses), credit and cash flow analysis. Upon completion of the credit memo, NEPA Alliance will provide a credit recommendation associated with the credit package.
- D. NEPA Alliance will then provide the City of Scranton OECD a copy of the Credit Memo, Copy of Credit Report and a summary of the recommendation. It will ultimately be upon The City of Scranton OECD and its designees to determine whether to pursue the recommendation of NEPA Alliance.
- E. Within this Scope of Services, NEPA Alliance will not provide closing, loan servicing or other related services to the City of Scranton OECD.

- F. NEPA Alliance will assist the City of Scranton OECD in marketing the various loan programs to the mutual benefit of businesses within the City of Scranton, the City of Scranton and NEPA Alliance.

#### **IV. COOPERATION OF OFFICIALS AND EMPLOYEES**

In order to successfully fulfill its role as proposed, NEPA must receive the full cooperation of the members of the City of Scranton Office of Economic and Community Development and its employees, and conversely such cooperation will be provided by NEPA.

#### **V. TIME OF PERFORMANCE**

NEPA is prepared to begin its involvement in October 2020, and would endeavor to meet all reasonable timetable expectations of the City of Scranton OECD.

#### **VI. COMPENSATION/FEES**

Proposal One: NEPA Alliance will be compensated \$500 for each application reviewed on behalf of the City of Scranton, regardless of outcome of application (approval, decline or withdrawal). The maximum amount to be billed within any given calendar year not to exceed \$20,000. Any applications processed in excess of 40 applications within that calendar year, will be done without cost to the City of Scranton.

Proposal Two: NEPA Alliance will be compensated a flat annual fee of \$15,000 to provide the City of Scranton with loan underwriting services as outlined above.

#### **VII. TERMINATION OF SERVICES**

NEPA's services may be terminated at any time by the City without additional cost other than the amount earned monthly under this contract. There shall be no liability for further or additional payments by the City of Scranton beyond the month of termination.

#### **VIII. WITHDRAWAL OF PROPOSAL**

NEPA reserves the right to withdraw or alter the terms of this proposal if not favorably acted upon by the City of Scranton within 30 days.

#### **IX. MODIFICATIONS TO SCOPE OF SERVICES**

This Scope of Services can be modified only with the written approval of the parties.



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**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**CITY OF SCRANTON'S OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT**  
**AND**  
**NEPA ALLIANCE**

This Memorandum of Understanding (hereinafter referred to as the "MOU") entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2020 by and between the **CITY OF SCRANTON'S OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT** located at the Municipal Building, 340 North Washington Avenue, Scranton, Pennsylvania 18503 (hereinafter referred to as the "OECD") is hereby made and entered into by and between **NEPA ALLIANCE** located at 1151 Oak Street, Pittston, Pennsylvania 18640

WHEREAS, the City of Scranton (hereinafter referred to as the "Grantee") has applied for and received funds from the Economic Development Administration Revolving Loan Fund; and

WHEREAS, the City of Scranton is providing loans in the amount of \$3,000 to \$250,000 to small businesses in the City of Scranton as part of the underwriting loan services; and

WHEREAS, NEPA Alliance will assist the City of Scranton in providing underwriting services and support on applicants seeking said loans; and

WHEREAS, NEPA Alliance will received \$500 per application for stated services, which is not to exceed \$20,000 in a calendar year.

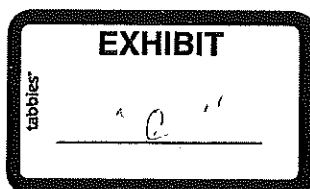
**A. PURPOSE:**

The foregoing recitals and all exhibits, if any, attached to this MOU are incorporated by reference into and made a part of this MOU.

The purpose of this MOU is for NEPA Alliance to assist the City of Scranton in providing Underwriting Loan Services on applicants for the City's various loan programs.

**B. OECD / SCOPE OF WORK:**

OECD will receive Loan applications from applying businesses, vet business for delinquent taxes and fees due to City of Scranton draft all Loan documents as well as pay NEPA Alliance \$500 per application to provide underwriting loan services.





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NEPA Alliance / SCOPE OF WORK:

- A. Accept Loan packages from the City of Scranton OECD. Evaluate those packages for accuracy, thoroughness, and completeness.
- B. NEPA Alliance shall be responsible for evaluating each application as per loan policy, work plan or other loan agreement with funders as per the City of Scranton OECD guidelines and requirements.
- C. NEPA Alliance will prepare a Credit Memorandum (Credit Memo) as per standard NEPA Alliance practice. The Credit Memo will include a summary of the company, transaction information (sources and uses), credit and cash flow analysis. Upon completion of the credit memo, NEPA Alliance will provide a credit recommendation associated with the credit package.
- D. NEPA Alliance will then provide the City of Scranton OECD a copy of the Credit Memo, Copy of Credit Report and a summary of the recommendation. It will ultimately be upon The City of Scranton OECD and its designees to determine whether to pursue the recommendation of NEPA Alliance.
- E. Within this Scope of Services, NEPA Alliance will not provide closing, loan servicing or other related services to the City of Scranton OECD.
- F. NEPA Alliance will assist the City of Scranton OECD in marketing the various loan programs to the mutual benefit of businesses within the City of Scranton, the City of Scranton and NEPA Alliance.

IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- 1. MODIFICATION - Modifications to this MOU shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by authorized officials, prior to any changes being performed.
- 2. PARTICIPATION IN SIMILAR ACTIVITIES. This MOU in no way restricts OECD or the Foundation from participating in similar activities with other public or private agencies, organizations, and individuals.



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3. TERMINATION. This agreement shall not be terminated by either party in whole, or in part, at any time before the date of expiration, unless for cause.
4. COMMUNICATION and details concerning this MOU shall be directed to the following representatives:

**OECD**

Eileen Ciprianni  
OECD Executive Director  
340 North Washington Ave  
Scranton, PA 18503  
570-348-4216

**NEPA Alliance**

Jeff Box  
President & CEO  
1151 Oak St  
Pittston, PA 18640  
570-655-5581

5. NON-FUND OBLIGATING DOCUMENT - This agreement is neither a fiscal nor a fund obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this agreement will be handled in accordance with applicable laws, regulations, and procedures. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This agreement does not provide such authority. Each party shall be fiscally responsible for their own portion of work performed under the MOU.
6. GRANT FUND COMPLIANCE – NEPA Alliance shall comply with all City Requirements concerning said loans.
7. CONFLICT OF INTEREST - This agreement is subject to the provisions of Federal Regulation (HUD) and the State of Pennsylvania may cancel this agreement if any person significantly involved in negotiating, drafting, securing or obtaining this agreement for or on behalf of OECD becomes an employee or a consultant to any other party with reference to the subject matter of this agreement while this agreement or any extension thereof is in effect.
8. COMPLIANCE - The parties agree to be bound by applicable state and federal rules governing Equal Employment Opportunity, Non-Discrimination and Immigration.
9. COMMENCEMENT/EXPIRATION DATE - This agreement is executed as of the date of last signature and is effective through **October 30, 2024** at which time it will expire unless extended.



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10. LIABILITIES - It is understood that neither party to this Memorandum of Understanding (MOU) is the agent of the other and neither is liable for the wrongful acts or negligence of the other. Each party shall be responsible for its negligent acts or omissions and those of its officers, employees, agents or students (if applicable), howsoever caused, to the extent allowed by their respective state laws.

INTENTIONALLY LEFT BLANK



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IN WITNESS WHEREOF the parties hereto have, in due form of law have caused this Memorandum of Understanding (MOU) to be executed by their duly authorized representatives of the last written date below.

### **CITY OF SCRANTON**

#### **Attesting to Signatures Only:**

\_\_\_\_\_  
City Clerk

BY \_\_\_\_\_  
Mayor, City of Scranton

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

BY \_\_\_\_\_  
Executive Director, OECD

BY \_\_\_\_\_  
City Controller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

#### **APPROVED AS TO FORM:**

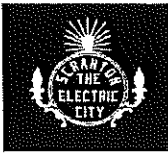
\_\_\_\_\_  
City Solicitor

\_\_\_\_\_  
Date

### **NEPA ALLIANCE**

\_\_\_\_\_  
President/ CEO

\_\_\_\_\_  
Date



City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4216



Legislative Cover Sheet – Scranton City Council

What Department is this legislation originating from? Where did the initiative for this legislation originate?

OECD

RFP for Underwriting Services

Summary and Facts of the legislation

Contract with NEPA Alliance to provide underwriting services for OECD loan and grant programs.  
NEPA Alliance was the most qualified proposal to provide the underwriting services

Purpose – please include the following in the explanation:

Legislation will allow OECD to streamline and professionalize the underwriting component of its loan and grant programs

Financial Impact – please include the following in the explanation:

Cost (initial and ongoing)

Benefits (initial and ongoing)

Funding Sources – please include the following in the explanation:

OECD funds

Priority Status/Deadlines, if any

Why should the Council unanimously support this legislation?

Would streamline and professionalize the underwriting of the OECD grant and loan programs

Include any other pertinent details and/or relevant information that the Council should be aware of:



## DEPARTMENT OF LAW

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4105

October 20, 2020

To the Honorable Council  
Of the City of Scranton  
Municipal Building  
Scranton, PA 18503

RECEIVED  
OCT 20 2020

OFFICE OF CITY  
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS FOR THE CITY OF SCRANTON TO EXECUTE AND ENTER INTO AN AGREEMENT WITH NORTHEASTERN PENNSYLVANIA ALLIANCE, 1151 OAK ST., PITTSBURGH, PENNSYLVANIA 15222-3726 TO PROVIDE THE CITY OF SCRANTON AND OECD WITH UNDERWRITING SERVICES AND SUPPORT FOR THEIR VARIOUS LOAN AND GRANT PROGRAMS.

Very truly yours,

A handwritten signature in cursive script that reads "Joseph A. O'Brien (s)".

Joseph A. O'Brien, Esquire  
City Solicitor

RESOLUTION NO. \_\_\_\_\_

2020

**AUTHORIZING THE COORDINATOR OF EMERGENCY MANAGEMENT , AL LUCAS, TO ACT AS AN AGENT FOR THE CITY OF SCRANTON FOR EMERGENCY AND DISASTER RELIEF PURSUANT TO THE ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT, AND AUTHORIZING CITY OFFICIALS TO EXECUTE THE DESIGNATION OF AGENT AND THE PEMA PUBLIC DISASTER ASSISTANCE APPLICATION AND AGREEMENT FOR FINANCIAL ASSISTANCE.**

**WHEREAS**, the Pennsylvania Emergency Management Agency ("PEMA") requires municipalities to execute a Designation of Agent form for the purposes of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the "Act"); and

**WHEREAS**, the appropriate agent for the City of Scranton for emergency management coordination is the Coordinator of Emergency Management, Al Lucas; and

**WHEREAS**, the City wishes to appoint Coordinator of Emergency Management, Al Lucas, to act as an agent for the City of Scranton for emergency and disaster relief pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act; and

**WHEREAS**, the City wishes to apply for and enter into an Agreement with the Commonwealth of Pennsylvania through its Pennsylvania Emergency Management Agency for the grant of disaster assistance funds relating to the COVID-19 pandemic (4506 DR PA).

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON** that Coordinator of Emergency Management, Al Lucas, is designated the "Agent" for purposes of the Robert T. Stafford Disaster Relief and Emergency Assistance Act ("ACT") and any and all appropriate City officials, in particular the Business Administrator, are authorized to execute the Designation of Agent and PEMA Public Disaster Assistance Application and Agreement for financial assistance, copies of which are attached here as Exhibits "A" and "B."

**SECTION 1.** If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

**SECTION 2.** This Resolution shall become effective immediately upon approval.

**SECTION 3.** This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, Known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

**AUTHORIZING THE COORDINATOR OF EMERGENCY MANAGEMENT , AL LUCAS, TO ACT AS AN AGENT FOR THE CITY OF SCRANTON FOR EMERGENCY AND DISASTER RELIEF PURSUANT TO THE ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT, AND AUHORIZING CITY OFFICIALS TO EXECUTE THE DESIGNATION OF AGENT AND THE PEMA PUBLIC DISASTER ASSISTANCE APPLICATION AND AGREEMENT FOR FINANCIAL ASSISTANCE.**

- *What Department is this legislation originating from? Where did the initiative for this legislation originate?*

Scranton Fire Department

- *Summary and Facts of the legislation*

The Pennsylvania Emergency Management Agency (“PEMA”) requires municipalities to execute a Designation of Agent form for the purposes of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The appropriate agent for the City of Scranton for emergency management coordination is the Coordinator of Emergency Management, Al Lucas. This legislation allows the City wishes to apply for and enter into an Agreement with the Commonwealth of Pennsylvania through its Pennsylvania Emergency Management Agency for the grant of disaster assistance funds relating to the COVID-19 pandemic (4506 DR PA) with Al Lucas as the Agent.

- *Purpose – please include the following in the explanation:*

- *What does the legislation do – what are the specific goals/tasks the legislation seek to accomplish?*

Allows Al Lucas to apply for any funds available pertaining to the COVID19 emergency

- *What are the benefits of doing this/Down-side of doing this?*

*Benefits* – Grant Monies

*Downside* – N/A.

- *How does this legislation relate to the City’s Vision/Mission/Priorities*

The Robert T. Stafford Disaster Relief and Emergency Assistance Act is a 1988 United States federal law designed to bring an orderly and systematic means of federal natural disaster assistance for state and local governments in carrying out their responsibilities to aid citizens. Congress' intention was to encourage states and localities to develop comprehensive disaster preparedness plans, prepare for better intergovernmental coordination in the face of a disaster, encourage the use of insurance coverage, and provide federal assistance programs for losses due to a disaster. By designating Al Lucas as the Agent, the City of Scranton can apply for assistance for measures taken to protect the public health and safety due to COVID 19.

Legislative Cover Sheet – Scranton City Council

- ***Financial Impact – please include the following in the explanation:***

- ***Cost (initial and ongoing)***

No costs

- ***Benefits (initial and ongoing)***

Grant Monies now and until the emergency ends

- ***Funding Sources – please include the following in the explanation:***

***If transferring funds, please ensure specific accounts are noted; if appropriating funds from a grant, list the agency awarding the grant.***

- ***Priority Status/Deadlines, if any***

High Priority

- ***Why should the Council unanimously support this legislation?***

This legislation will allow our agent, Al Lucas, to seek reimbursement for emergency protective measures taken to protect public health and safety as a result of COVID-19.

- ***Include any other pertinent details and/or relevant information that the Council should be aware of:***

None at this time.

## DESIGNATION OF AGENT RESOLUTION

**FOR:** City of Scranton Covid 19 - DR4506  
 (Enter Name of Disaster or Number) (see attached)

**BE IT RESOLVED BY** City Council **OF** City of Scranton  
 (Governing Body) (Public Entity)

**THAT** Al Lucas, Coordinator Of Emergency Management  
 (Name of Applicant Agent) (Title)

## IS HEREBY AUTHORIZED TO EXECUTE FOR AND IN BEHALF OF

City of Scranton, Lackawanna County,  
 (Public Entity) (County)

a public entity established under the laws of the Commonwealth of Pennsylvania, all required forms and documents for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended by Public Law 100-707).

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

_____ (Name)	_____ (Title)	_____ (Signature)
_____ (Name)	_____ (Title)	_____ (Signature)
_____ (Name)	_____ (Title)	_____ (Signature)
_____ (Name)	_____ (Title)	_____ (Signature)
_____ (Name)	_____ (Title)	_____ (Signature)

## CERTIFICATION

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_  
 (Name) (Title)

of \_\_\_\_\_, do hereby certify that the above is a true and correct copy of  
 (Public Entity)

a resolution passed and approved by the \_\_\_\_\_  
 (Governing Body)

of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
 (Public Entity)

\_\_\_\_\_  
 (Signature) (Official Position) (Date)

EXHIBIT

tabbles

"A"

**COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY  
PUBLIC ASSISTANCE GRANT PROGRAM AGREEMENT**

NAME OF APPLICANT: <u>City of Scranton</u>	
COMPLETE MAILING ADDRESS: <u>Municipal Building</u>	
<u>340 North Washington Avenue</u>	
<u>Scranton</u> , Pennsylvania, Zip <u>18503</u>	COUNTY: <u>Lackawanna</u>
TELEPHONE No: ( <u>570</u> ) - <u>348</u> - <u>4105</u>	FEDERAL EIN: <u>24</u> - <u>6000704</u>
APPLICANT'S AGENT NAME: <u>Al Lucas</u>	EMAIL: <u>alucas@scrantonpa.gov</u>
PROJECT APPLICATION NUMBER: <u>FEMA - 4506 - DR - PA -</u>	

(Assigned by PEMA)

This Public Assistance Grant Program Agreement ("Agreement") is entered by and between the Commonwealth of Pennsylvania ("Commonwealth"), acting through the Pennsylvania Emergency Management Agency ("PEMA") and the above-named Applicant. This Agreement shall apply to the grant of all Public Assistance funds provided by, or through, the Commonwealth, to the Applicant.

The parties, intending to be legally bound, agree as follows:

**PERIOD OF PERFORMANCE**

1. The Applicant shall complete all approved work items within the time limits that are established by the Governor's Authorized Representative or the federal government. Time limits for project completion begin with the date of the disaster declaration, unless appropriate time extensions are requested and granted by PEMA and the Federal Emergency Management Agency ("FEMA").
  - a. **Debris Removal (Category A) and Emergency Protective Measures (Category B)** shall be completed within six months from the date of the disaster declaration.
  - b. **Permanent Work (Categories C through G)** shall be completed within 18 months from the date of the disaster declaration.
2. The term of this Agreement and any time extensions to the Period of Performance shall be deemed extended upon written notice to the Applicant by PEMA without the need to amend this Agreement.

**PROJECT WORKSHEET AND FUNDING**

3. The Applicant shall be responsible to provide the data required for the development of the **Project Worksheet**, which provides the basis for the scope and funding of this Agreement and is subject to approval by both PEMA and FEMA. Once executed by the Applicant and FEMA, the completed Project Worksheet shall be incorporated into this Agreement as **Attachment A**. The scope of the Project Worksheet may be amended through a revised

**EXHIBIT**

tabbies

"B"



version of the Project Worksheet executed by FEMA without the need to amend this Agreement.

4. The funding amount referenced in the Project Worksheet is subject to the obligation of federal funds to the Commonwealth. The amount may be increased or decreased through a written notice to the Applicant from PEMA or FEMA without the need to amend this Agreement.
5. The Commonwealth will make payments to the Applicant through the Pennsylvania Electronic Payment Program ("PEPP") Automated Clearing House ("ACH") Network. Within 30 days of the Applicant's Briefing, the Applicant must submit its PEPP Enrollment Form to PEMA, Bureau of Recovery and Mitigation ("BORM"), 1310 Elmerton Avenue, Harrisburg, PA 17110.

#### **APPLICANT CERTIFICATIONS**

6. The Applicant's Agent certifies that he or she has the legal authority to apply for Public Assistance on behalf of the Applicant and is authorized to execute all required forms on behalf of the Applicant.
7. The Applicant certifies that elected officials or governing body have been informed of the terms and conditions of this Agreement, which apply to the receipt of financial assistance.
8. The Applicant certifies that it is compliant with the requirements of the National Incident Management System ("NIMS").
9. The Applicant certifies that Public Assistance requested through the submission of its application does not and will not duplicate any financial assistance or cost reimbursement received for the same disaster cost or loss under any other program or from insurance or any other source.
10. The Applicant certifies that all costs claimed under this Agreement are for actual costs incurred by the Applicant in the performance of authorized work as defined in the eligibility criteria established by FEMA.
11. The Applicant certifies that it is in full compliance with all provisions of Pennsylvania's Flood Plain Management Act, 32 P.S. §§ 679.101 *et seq.* and Pennsylvania's Storm Water Management Act, 32 P.S. §§ 680.1 *et seq.* that apply to the Applicant.
12. If the Agreement includes provisions for Debris Removal, the Applicant certifies that it has quantified debris deposits; performed all contracting, permitting and debris removal monitoring; has documentation tracking removal and disposal of debris at pre-approved permitted disposal sites; and has met all related requirements as contained in FEMA publication 325 (Debris Management Guide), FEMA publication 329 (Debris Management Brochure), Sections 403 and 407 of the Stafford Act (42 U.S.C. §§ 5170b and 5173), section 206.224 of Title 44 of the Code of Federal Regulations ("CFR"), and any and all local, state and federal requirements pertinent thereto.

### **GOVERNING LEGAL REQUIREMENTS**

13. The Applicant shall comply with all applicable federal, state, and local procurement laws, regulations or directives including, but not limited to, PEMA grants policies, Title 44 of the CFR, and Title 2 CFR Part 200. All provisions specified by applicable statutes, rules, regulations, directives and policies are incorporated as part of this Agreement. It is the affirmative, non-delegable duty of the Applicant and any employees, contractors, or other agents to maintain competency in and abide by all statutory, regulatory, and policy obligations imposed by the acceptance and expenditure of these federal grants.
14. The Applicant shall comply with the flood insurance purchase requirements of the Flood Disaster Protection Act, 42 U.S.C. §§ 4001 *et seq.*, as amended.
15. The Applicant shall comply with the requirements of the National Environmental Policy Act, 42 U.S.C. §§ 4321 *et seq.*, as amended, and its applicable Federal Regulations found at 44 CFR Part 10.
16. The Applicant shall comply with the requirements of the Clean Water Act, 33 U.S.C. §§ 1251 *et seq.*, as amended.
17. The Applicant shall comply with the requirements of the Clean Air Act, 42 U.S.C. §§ 7401 *et seq.*, as amended.
18. The Applicant shall comply with the requirements of the Resource Conservation and Recovery Act, 42 U.S.C. §§ 6901 *et seq.*, as amended.
19. The Applicant shall comply with the requirements of the Endangered Species Act of 1973, 7 U.S.C. § 136, 16 U.S.C. §§ 1531 *et seq.*, as amended.
20. The Applicant shall comply with the requirements of the National Historic Preservation Act, 16 U.S.C. §§ 470 *et seq.*, as amended, and its applicable Federal Regulations found at 36 CFR Part 800 and 44 CFR Part 208.
21. The Applicant shall comply with the requirements of FEMA's disaster assistance regulations found at 44 CFR Part 206. The Applicant agrees to obtain or maintain the insurance FEMA requires as a condition of their funding. Insurance requirements will be specified within the project Subgrant Application.
22. The Applicant shall comply with those provisions of the Hatch Act, 5 U.S.C. § 7324 *et seq.*, as amended, which limits the political activities of public employees.

### **TERMS AND CONDITIONS**

23. The Applicant shall comply with the Commonwealth's Standard Contract Terms and Conditions, which are attached as **Attachment B** and incorporated as part of this Agreement.

24. The Applicant shall use the Public Assistance funds granted through this Agreement solely for the purposes for which the funds are approved and provided by the federal government and the Commonwealth.
25. The Applicant shall hold the Commonwealth harmless from any and all claims, demands, lawsuits or other causes of action based upon or arising out of any activities performed by its employees, agents, representatives or independent contractors and subcontractors that involve Public Assistance projects and work-related activities that are funded either directly or indirectly by the Commonwealth.
26. The Applicant shall establish internal personnel safeguards which will prohibit employees from using their positions for a purpose that creates, or gives the appearance of creating, a desire for private gain for themselves or for others, particularly those persons who have a family, business, or other tie to the employee.
27. The Applicant shall comply with all applicable building codes and other standards adopted prior to the disaster declaration in completing all eligible projects that involve the repair or replacement of public facilities.
28. The Applicant shall not enter into any cost plus-percentage-of-cost contracts for the completion of any disaster restoration or repair work projects.
29. The Applicant shall not enter into any contract for which payment to the contractor is contingent upon receipt of federal or state funds.
30. The Applicant shall not enter into any contract with any party that has been debarred or suspended from either contracting with or participating in any federal or Commonwealth assistance programs.
31. The Subrecipient shall comply with the **Federal Funding Accountability and Transparency Act**, attached as **Attachment C**; the **Assurances - Non-Construction Programs** requirements, attached as **Attachment D**; and the **Assurances - Construction Programs** requirements, attached as **Attachment E**. These three attachments shall be completed by the Applicant prior to the execution of this Agreement and are incorporated as part of this Agreement.
32. Other than the provisions provided in paragraphs 2 through 4, this Agreement shall not be modified, amended, altered, or changed except by written amendment executed by the parties.

#### **AUDITS**

33. The Applicant agrees to comply with the audit requirements as set forth in the **Subrecipient Single Audit Clause**, attached as **Attachment F** and incorporated as part of this Agreement.

34. The Applicant shall provide federal and state agencies, as designated by the Governor's Authorized Representative, access to, and the right to examine, all records and documents that are related to this Public Assistance Grant.
35. The Applicant shall submit all periodic program and financial reports that are required by the Commonwealth to the appropriate Commonwealth agency.
36. The Applicant shall retain all cost-supporting records and documentation for a period of seven years from the date that it receives its final Public Assistance payment from the Commonwealth or the final audit of its financial records is completed, whichever is later.

#### **TERMINATION**

37. This Agreement may be terminated in whole, or in part, at any time before the term and performance period of this Agreement is completed:
  - a. Whenever it is determined that the terms and conditions of the Agreement have not been met. Prompt notification in writing of the termination, with effective date, will be made by PEMA. Payment or recoveries by PEMA shall be in accordance with the legal rights and obligations of the parties.
  - b. In the event that anticipated Federal funds are not obtained or continued at a sufficient level.
  - c. At the discretion of PEMA upon written notification to the Applicant with effective termination date. Payments or recoveries by PEMA shall be in accordance with the legal rights and obligations of the parties.
38. At any time, PEMA reserves the right to offset, withhold, deobligate, or recoup grant funds or payments for grant expenditures if PEMA determines that there has been a violation of this Agreement by the Applicant or if PEMA determines that the Applicant's expenditures are or were not eligible, proper, or allowable.

#### **AUTHORITY TO EXECUTE AGREEMENT**

39. This Agreement may be executed in counterparts. Each individual executing this Agreement on behalf of the Applicant represents and warrants that he or she is duly authorized to execute this Agreement on behalf of the Applicant.

#### **EFFECTIVE DATE**

40. The term of this Agreement shall not commence until it is fully executed by all parties; until that date, this Agreement is not binding upon the parties in any way.

**[SIGNATURE PAGE IMMEDIATELY FOLLOWS]**

**IN WITNESS WHEREOF**, the parties have signed this Agreement below and the Agreement shall become effective on the date of the last required Commonwealth signature:

**ATTEST:**

**APPLICANT:**

\_\_\_\_\_  
Witness Signature Date

\_\_\_\_\_  
Applicant's Agent Signature Date

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Applicant's Agent Name and Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Government or Non-Profit Organization

**ATTEST:**

**COMMONWEALTH OF PENNSYLVANIA  
PA EMERGENCY MANAGEMENT AGENCY**

\_\_\_\_\_  
Witness Signature Date

\_\_\_\_\_  
Governor's Authorized Representative Date  
Signature

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Name

**\*THIS PAGE REQUIRES SIGNATURES\***

**(Sign in ink and submit the original to PEMA)**



## DEPARTMENT OF LAW

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4105

OCTOBER 20, 2020

To the Honorable Council  
Of the City of Scranton  
Municipal Building  
Scranton, PA 18503

RECEIVED

OCT 20 2020

Dear Honorable Council Members:

OFFICE OF CITY  
COUNCIL/CITY CLERK

ATTACHED IS A RESOLUTION AUTHORIZING THE COORDINATOR OF EMERGENCY MANAGEMENT, AL LUCAS, TO ACT AS AN AGENT FOR THE CITY OF SCRANTON FOR EMERGENCY AND DISASTER RELIEF PURSUANT TO THE ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT, AND AUTHORIZING CITY OFFICIALS TO EXECUTE THE DESIGNATION OF AGENT AND THE PEMA PUBLIC DISASTER ASSISTANCE APPLICATION AND AGREEMENT FOR FINANCIAL ASSISTANCE.

Very truly yours,

*Joseph A. O'Brien (s)*

Joseph A. O'Brien, Esquire  
Acting City Solicitor

JAO/sl

FILE OF THE COUNCIL NO. \_\_\_\_\_

2020

AN ORDINANCE

**AUTHORIZING THE CITY OF SCRANTON TO APPROVE THE DESIGNATION OF THE 300 BLOCK OF CENTER STREET AS A ONE-WAY STREET FROM PENN AVENUE TOWARDS WYOMING AVENUE WITH THE SCRANTON POLICE DEPARTMENT TO ENFORCE THE DESIGNATIONS AS REFLECTED IN THE ATTACHED DRAWING, C-4 CENTER STREET PARKING.**

WHEREAS, the 300 Block of Center Street in the City of Scranton was designated for two-way traffic; and

WHEREAS, the County of Lackawanna is requesting that 300 Center Street located between Penn Avenue and Wyoming Avenue change from a two-way street to a one-way street entering from Penn Avenue and exiting towards Wyoming Avenue. Please refer to correspondence from Lackawanna County Engineer Frank Summa, P.E. dated September 30, 2020 attached hereto as Exhibit "A;" and

WHEREAS, the County of Lackawanna owns and operates the Lackawanna County Government Center at the Globe, located at 123 Wyoming Avenue, Scranton, Pennsylvania that houses various Lackawanna County government and public offices; and

WHEREAS, the 300 block of Center Street runs alongside and abuts the Lackawanna County Government Center; and

WHEREAS, the County of Lackawanna uses the 300 block of Center Street to access its garages, loading docks and other points of ingress and egress to the Lackawanna County Government Center; and

WHEREAS, as noted in the Center Street – Memorandum attached hereto as Exhibit "A," the requested parking for this section of the street is not acceptable by engineering standards for two-way traffic as clearance in some areas of proposed parking would be 16 feet. Please refer to Exhibit "A;"

WHEREAS, Lackawanna County Engineer, Frank Summa, P.E., submitted a drawing, dated September 29, 2020 for Lackawanna Cty. Parking, City of Scranton, Lackawanna Co., "Center Street Parking" noted as C-4 - Project No. 2019701.00 a copy of same attached hereto as Exhibit "B" with the original drawing on file in the Legal Department of the City of Scranton; and



WHEREAS, Frank Summa, P.E. is also requesting that a restriction on left turn movements from the exit of Wyoming Avenue from 8:00am to 5:00pm due to safety concerns along with the placement of signs designating the same; and

NOW THEREFORE, be it ordained that the City Council approves the change in designation of 300 Center Street, Scranton, Pennsylvania, from a two-way street to a one-way street in accordance with the C-4 Center Street Parking drawing, attached as Exhibit "B."

**SECTION 1.** If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decisions shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance of any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

**SECTION 2.** This Ordinance shall become effective immediately upon approval.

**SECTION 3.** This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of the Legislature, April 13, 1971, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State and Pennsylvania.

**AUTHORIZING THE CITY OF SCRANTON TO APPROVE THE DESIGNATION OF THE 300 BLOCK OF CENTER STREET AS A ONE-WAY STREET FROM PENN AVENUE TOWARDS WYOMING AVENUE WITH THE SCRANTON POLICE DEPARTMENT TO ENFORCE THE DESIGNATIONS AS REFLECTED IN THE ATTACHED DRAWING, C-4 CENTER STREET PARKING.**

*What Department is this legislation originating from? Where did the initiative for this legislation originate?*

Lackawanna County

- ***Summary and Facts of the legislation***

Lackawanna County requested that the 300 Center Street located between Penn Avenue and Wyoming Avenue change from a two-way street to a one-way street entering from Penn Avenue and exiting towards Wyoming Avenue.

The County of Lackawanna owns and operates the Lackawanna County Government Center at the Globe, located at 123 Wyoming Avenue, Scranton, Pennsylvania that houses various Lackawanna County government and public offices. As the 300 block of Center Street runs alongside and abuts the Lackawanna County Government Center, the County of Lackawanna uses the 300 block of Center Street to access its garages, loading docks and other points of ingress and egress to the Lackawanna County Government Center.

The Engineers for Lackawanna County does not believe that the requested parking for this section of the street is acceptable by engineering standards for two-way traffic as clearance in some areas of proposed parking would be 16 feet. Lackawanna County Engineer, Frank Summa, P.E., submitted a drawing, dated September 29, 2020 with his proposed plan for the 300 Block of Center Street Proposed Parking.

Additionally, Mr. Frank Summa is also requesting that a restriction on left turn movements from the exit of Wyoming Avenue from 8:00am to 5:00pm due to safety concerns along with the placement of signs designating the same

- ***Purpose – please include the following in the explanation:***

- ***What does the legislation do – what are the specific goals/tasks the legislation seek to accomplish?***

The legislation seeks to allow Lackawanna County to continue to use the 300 Block of Center Street for access to their Government Building with the ability to allow parking that would be safe and in accordance with engineering standards.

- ***What are the benefits of doing this/Down-side of doing this?***

*Benefits* - The benefit of this legislation is desirable for the health, safety and welfare of the people in the City of Scranton, Pennsylvania including maintaining a good working relationship

with the County of Lackawanna that addresses the parking issues associated with their government center.

*Downside* - There is no downside to this legislation as these signs will be in the interest of public safety.

○ *How does this legislation relate to the City's Vision/Mission/Priorities*

This legislation will help the City of Scranton maintain the health, safety and welfare of the people in the City of Scranton, Pennsylvania.

● *Financial Impact – please include the following in the explanation:*

○ *Cost (initial and ongoing)*

There are no costs to the City as the County has requested that they maintain the 300 Block of Center Street. The County of Lackawanna has submitted a Road Maintenance Agreement outlining the terms and conditions which is being placed before Counsel via Proposed Resolution.

○ *Benefits (initial and ongoing)*

The interests of public safety are met and maintained.

○ *Funding Sources – please include the following in the explanation:*

*If transferring funds, please ensure specific accounts are noted; if appropriating funds from a grant, list the agency awarding the grant.*

Lackawanna County

● *Priority Status/Deadlines, if any*

Lackawanna County would like to have all the documentation finalized and ready to proceed with the Road Maintenance Agreement by December 1, 2020.

● *Why should the Council unanimously support this legislation?*

The Ordinance is in the best interest of the public safety.

● *Include any other pertinent details and/or relevant information that the Council should be aware of:*

None at this time.



# Lackawanna County

Commissioners  
Jerry Notarianni • Debi Domenick, Esq. • Chris Chermak

Jerry Notarianni  
Debi Domenick, Esq.  
Chris Chermak  
Commissioners

Lackawanna County Government Center  
123 Wyoming Avenue, 6<sup>th</sup> Floor  
Scranton PA 18503  
t (570) 963-6800 f (570) 963-6812  
www.LackawannaCounty.org

September 30, 2020

City of Scranton  
Jessica Eskra, Esquire – City Solicitor  
340 N. Washington Avenue  
Scranton, PA 18503

Reference: Center Street – Memorandum  
Wyoming Avenue to Penn Avenue

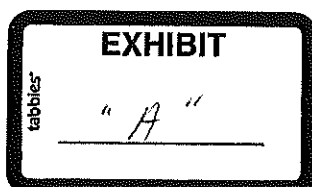
Dear Attorney Eskra:

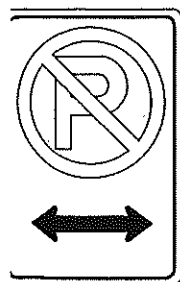
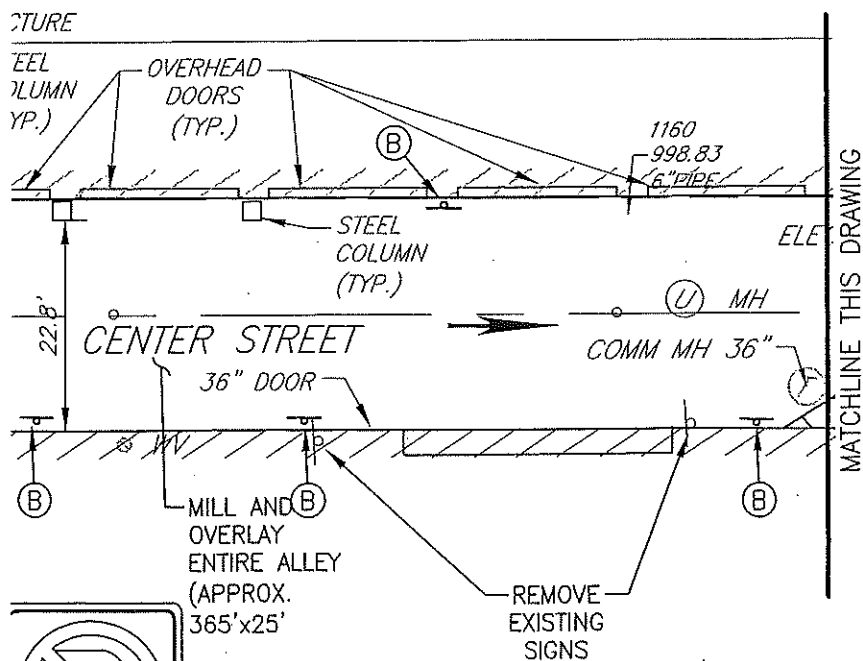
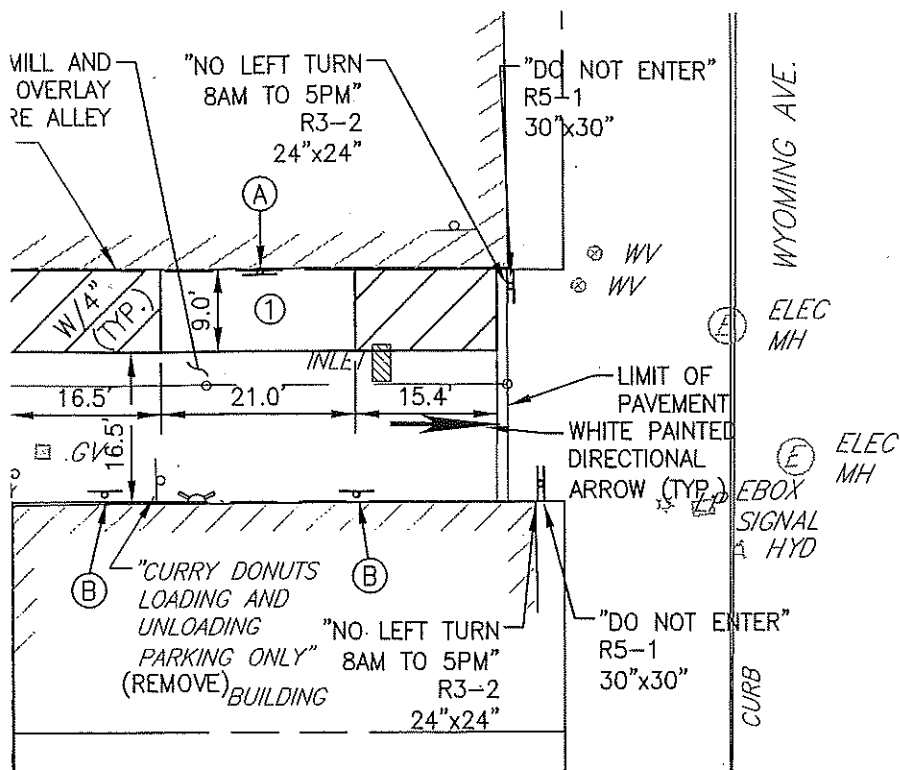
Lackawanna County is hereby requesting that Center Street located between Penn Avenue and Wyoming Avenue be changed to a one-way street from Penn Avenue towards Wyoming Avenue. As County Engineer, we have reviewed this section of Center Street which is approximately 364 feet long. We have determined that this section of Center Street will not be acceptable by engineering standards with the requested parking for two-way traffic. The clearance of Center Street with the proposed parking will be 16 feet in some areas. We are also requesting that no left turn movements from the exit of Wyoming Avenue be allowed from 8:00am to 5:00pm due to safety concerns. A clearance of 16 feet is not acceptable for two-way traffic, in summary, we therefore are requesting this section of Center Street be changed to one-way from Penn Avenue towards Wyoming Avenue as shown on the attached drawing, C-4 Center Street Parking, dated September 29, 2020.

If you need any additional information, or have any questions or concerns, please feel free to reach out to me. You can call me at 570-880-7342.

Sincerely,

Frank Summa, P.E.  
Lackawanna County Engineer



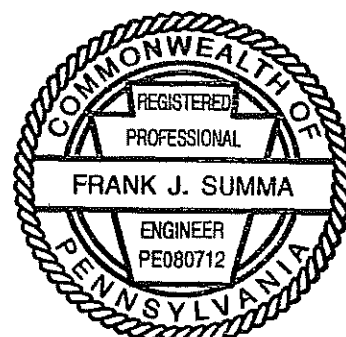


EXHIBIT

"B"

**GPI** Engineering  
Design  
Planning  
Construction Management  
570.342.3700 GPINET.COM

Greenman-Pedersen, Inc.  
52 Glenmaura National Blvd.  
Suite 302, P.O. Box 5777  
Scranton, PA 18505



*Frank J. Summa*  
9/29/2020

Signature and Seal

Professional License No.

PE080712

Project

LACKAWANNA  
CTY. PARKING  
CITY OF SCRANTON  
LACKAWANNA Co.

Sheet Title

CENTER STREET  
PARKING

Date

09.29.2020

Project No.

2019701.00

Scale

AS NOTED

Sheet No.

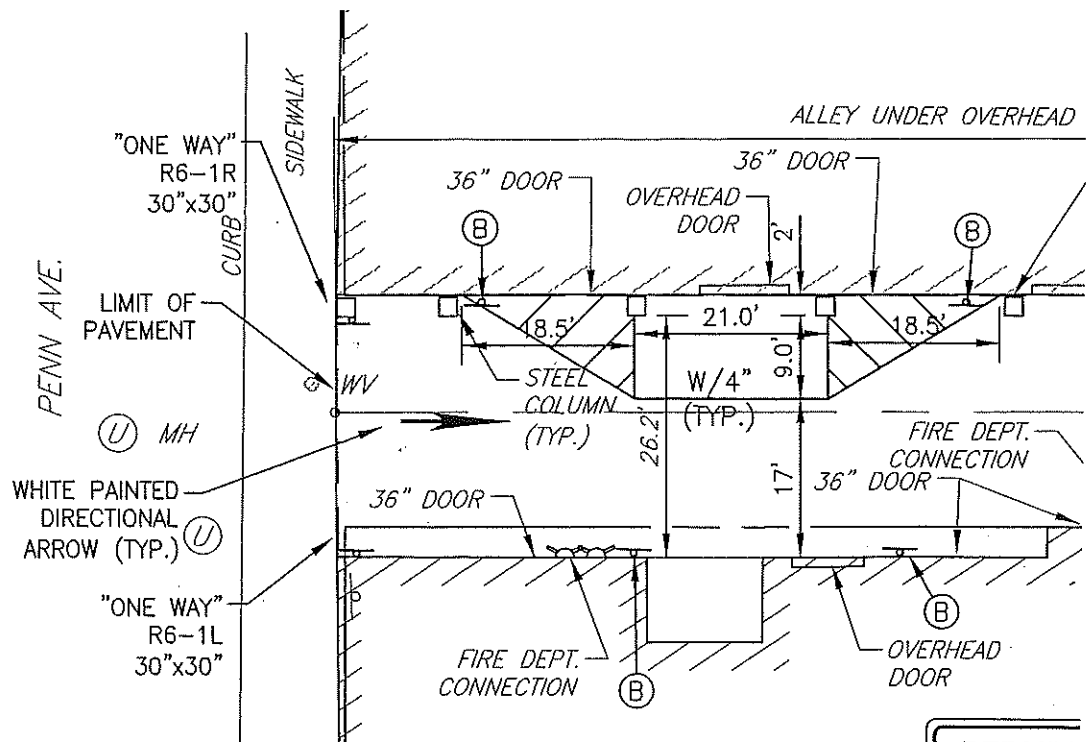
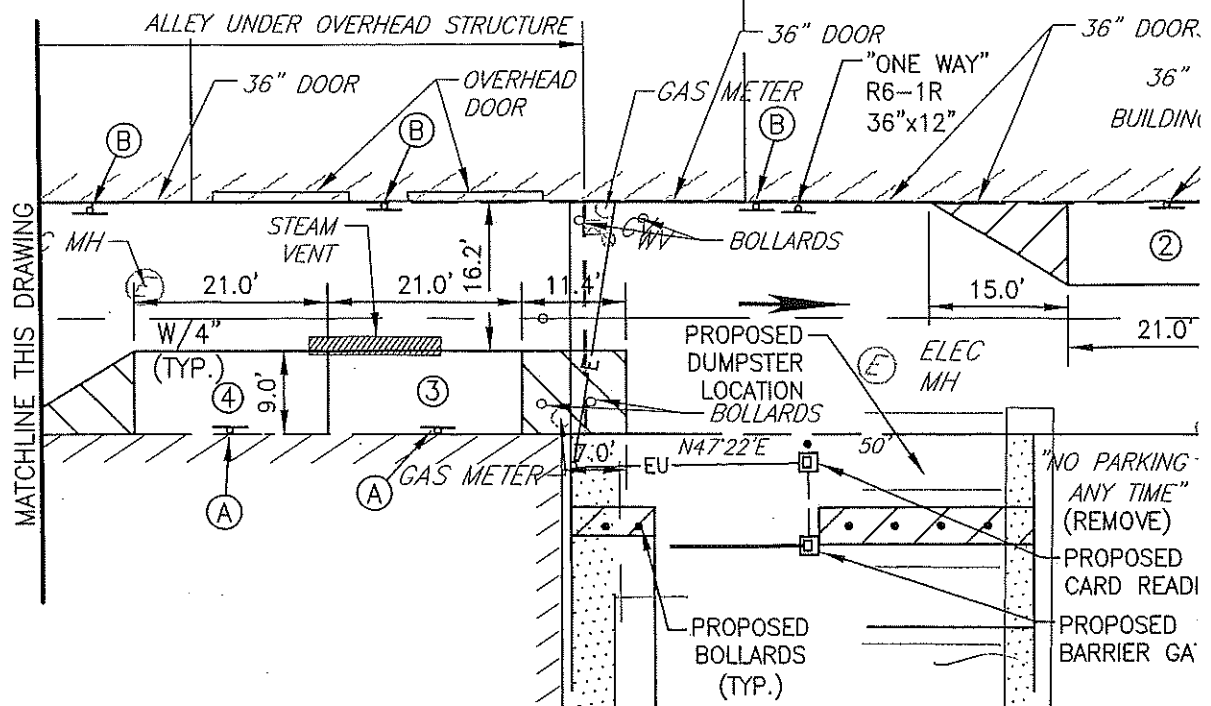
C-4

Drawn

DBA

Checked

MC



#### GENERAL NOTES:

1. EXISTING UTILITIES AS BASED ON FIELD SURVEY AND EXISTING DRAWINGS. THIS PLAN DOES NOT GUARANTEE THAT UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THIS PLAN ALSO DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATIONS INDICATED THOUGH THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. ALL UTILITIES HAVE NOT BEEN PHYSICALLY LOCATED.
2. ALL MARKINGS SHALL BE WHITE AND COMPLY WITH PENNDOT PUBLICATION 408, SECTION 962.
3. REMOVE ALL EXISTING SIGNS WITHIN PROJECT LIMITS PRIOR TO INSTALLING NEW SIGNS.
4. SIGNS TO BE 7 HIGH MEASURED FROM BOTTOM OF SIGN.
5. LACKAWANNA COUNTY SHALL HAVE A MAINTENANCE AGREEMENT WITH THE CITY OF SCRANTON.

PERMIT  
PARKING  
ONLY  
LACKAWANNA  
COUNTY

18"x12"  
(4-TOTAL)

RECEIVED  
OCT 06 2020

OFFICE OF CITY  
COUNCIL/CITY CLERK



**DEPARTMENT OF LAW**

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4105

October 6, 2020

To the Honorable Council  
Of the City of Scranton  
Municipal Building  
Scranton, PA 18503

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE AUTHORIZING THE CITY OF SCRANTON TO APPROVE THE DESIGNATION OF THE 300 BLOCK OF CENTER STREET AS A ONE-WAY STREET FROM PENN AVENUE TOWARDS WYOMING AVENUE WITH THE SCRANTON POLICE DEPARTMENT TO ENFORCE THE DESIGNATIONS AS REFLECTED IN THE ATTACHED DRAWING, C-4 CENTER STREET PARKING.

Very truly yours,

Joseph A. O'Brien, Esquire  
Acting City Solicitor

RESOLUTION NO. \_\_\_\_\_

2020

**CEREMONIOUSLY DEDICATING A PORTION OF COBB AVENUE ADJACENT TO THE ENGINE 10 FIRE STATION LOCATED ON EAST MOUNTAIN ROAD IN HONOR OF CHARLES J. TANSITS, JR.**

**WHEREAS**, Charles J. Tansits, Jr. is a lifelong resident of the City of Scranton who turned 100 years of age on October 11, 2020; and

**WHEREAS**, Mr. Tansits went to St. Mary's grade school and high school graduating in 1939; and

**WHEREAS**, Mr. Tansits was drafted in the Army; and

**WHEREAS**, Tec4 Tansits served with the 305th Medical Battalion, Company D (Clearing Station) in the 80<sup>th</sup> Division during WWII. His tour took him through Europe and he was at the Battle of the Bulge; and

**WHEREAS**, upon his return to the area, Mr. Tansits worked as an upholsterer followed by a long career in the printing industry. He will be retired for 37 years in October; and

**WHEREAS**, Mr. Tansits loves to regularly walk around Lake Scranton and is known to most people who walk Lake Scranton; and

**WHEREAS**, Mr. Tansits was married to Eleanor Osborne Tansits (February 1947 until her death January 2007) and has five children: Mariellen Kaeb, Gloria Wenze, Thomas Tansits, Ronald Tansits and Charles Tansits II.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON** that we are proud to ceremoniously dedicate a portion of Cobb Avenue Adjacent to the Engine 10 Fire Station located on East Mountain Road to Charles J. Tansits, Jr., a 100-year-old American hero living in Scranton, Pennsylvania.

**SECTION 1.** If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

**SECTION 2.** This Resolution shall become effective immediately upon approval.



**CEREMONIOUSLY DEDICATING A PORTION OF COBB AVENUE ADJACENT TO THE ENGINE 10 FIRE STATION LOCATED ON EAST MOUNTAIN ROAD IN HONOR OF CHARLES J. TANSITS, JR.**

- *What Department is this legislation originating from? Where did the initiative for this legislation originate?*

Mayor's office

- *Summary and Facts of the legislation*

Charles Tansits, Jr. turned 100 years old on October 11, 2020. A lifelong resident of Scranton was a veteran of the 80th Infantry Division during World War II. The East Mountain Neighborhood Association wanted to honor Mr. Tansits by naming the lane behind the Engine 10 after Mr. Tansits.

- *Purpose – please include the following in the explanation:*

- *What does the legislation do – what are the specific goals/tasks the legislation seek to accomplish?*

The legislation recognizes a special person in our Community by naming a street in his honor.

- *What are the benefits of doing this/Down-side of doing this?*

*Benefits* – This legislation shows the community that we care about our constituents especially someone of the caliber of Mr. Tansits, an American hero who served our country, who has just turned 100.

*Downside* – N/A.

- *How does this legislation relate to the City's Vision/Mission/Priorities*

By recognizing important people in our community, we continue to foster the important people who help make this City great!

- *Financial Impact – please include the following in the explanation:*

- *Cost (initial and ongoing)*

N/A.

- *Benefits (initial and ongoing)*

N/A.

- *Funding Sources – please include the following in the explanation:  
If transferring funds, please ensure specific accounts are noted; if appropriating funds from a grant, list the agency awarding the grant.*

N/A.

- *Priority Status/Deadlines, if any*

N/A.

- *Why should the Council unanimously support this legislation?*

The benefit to the City is tremendous with no cost to the City.

- *Include any other pertinent details and/or relevant information that the Council should be aware of:*

None at this time.



## DEPARTMENT OF LAW

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4105

October 13, 2020

To the Honorable Council  
Of the City of Scranton  
Municipal Building  
Scranton, PA 18503

RECEIVED  
OCT 13 2020

OFFICE OF CITY  
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION CEREMONIOUSLY DEDICATING A PORTION  
OF COBB AVENUE ADJACENT TO THE ENGINE 10 FIRE STATION LOCATED ON  
EAST MOUNTAIN ROAD IN HONOR OF CHARLES J. TANSITS, JR.

Very truly yours,

*Joseph A. O'Brien (A)*

Joseph A. O'Brien, Esquire  
Acting City Solicitor

RESOLUTION NO. \_\_\_\_\_

2020

**ACCEPTING TWO HUNDRED AND FIFTY (\$250.00) DOLLAR DONATION FROM RICCARDO'S MARKET, INC. PRESENTED TO THE CITY OF SCRANTON POLICE K-9 UNIT.**

WHEREAS, Riccardo's Market, Inc. presented a donation of \$250.00 to the City of Scranton Police K-9 Unit. This donation will be deposited into Special City Account No. 02.229539 entitled "Scranton Police K-9 Unit;" and

WHEREAS, customers of Riccardo's Market, Inc. donated and Riccardo's Market, Inc. matched the customer donations; and

WHEREAS, it is in the best interest of the City to accept this donation to benefit the Scranton Police K-9 Unit.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the donation of \$250.00 from Riccardo's Market of Dunmore is hereby accepted to be deposited into Special City Account No. 02.229539 entitled "Scranton K-9 Unit" to benefit the K-9 Unit.

**SECTION 1.** If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

**SECTION 2.** This Resolution shall become effective immediately upon approval.

**SECTION 3.** This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, Known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

- ***What Department is this legislation originating from? Where did the initiative for this legislation originate?***

Scranton Police Department

- ***Summary and Facts of the legislation***

Riccardo's Market, Inc. of Dunmore, Pennsylvania ran a program for customers to donate to the local K-9 police units. The customers donated and Riccardo's Market, Inc. matched the donations. A check for \$250.00 was sent to the K-9 Units of the Scranton and Dunmore Police Departments.

- ***Purpose – please include the following in the explanation:***

- ***What does the legislation do – what are the specific goals/tasks the legislation seek to accomplish?***

The legislation allows our Police Department to utilize donations from a generous business owner in the outlying Scranton area to help the K-9 unit.

- ***What are the benefits of doing this/Down-side of doing this?***

*Benefits* – This donation will help defray costs associated with the K-9 unit of the Police Department.

*Downside* – N/A.

- ***How does this legislation relate to the City's Vision/Mission/Priorities***

The acceptance of the donation helps to maintain and foster relationships with business owners seeking to help defray costs associated with the Police K-9 units.

- ***Financial Impact – please include the following in the explanation:***

- ***Cost (initial and ongoing)***

N/A.

- ***Benefits (initial and ongoing)***

The acceptance of the donation helps to maintain and foster relationships with business owners seeking to help defray costs associated with the Police K-9 units.

- ***Funding Sources – please include the following in the explanation:***

***If transferring funds, please ensure specific accounts are noted; if appropriating funds from a grant, list the agency awarding the grant.***

Donation.

- *Priority Status/Deadlines, if any*

N/A.

- *Why should the Council unanimously support this legislation?*

The benefit to the City is tremendous with no cost to the City.

- *Include any other pertinent details and/or relevant information that the Council should be aware of:*

None at this time.

# Scranton Police Department

Superintendent of Police

Chief Leonard A. Namiotka

Scranton Police Headquarters  
100 South Washington Avenue  
Scranton, Pennsylvania 18503  
Tel: (570) 558-8300  
Email: [lnamiotka@scrantonpa.gov](mailto:lnamiotka@scrantonpa.gov)



## Be Part of The Solution

SCRANTON

October 5, 2020

Attorney Jessica Eskra  
Solicitor  
City of Scranton

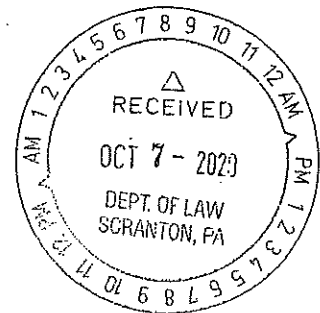
Attorney Eskra,

Please find the attached copy of a \$250.00 check for a donation to the Scranton Police K9 Unit from Riccardo's Market of Dunmore. Can you please draft legislation to formally accept this donation? Please contact me with any questions or concerns on this matter. Thank You.

Sincerely,

Chief Leonard A. Namiotka

A handwritten signature in black ink, appearing to read "Chief Namiotka", written over the printed name.



To Whom it may concern,


We at Riccardo's ran a program for customers to donate to the local K-9 police units. They donated & we matched the donations. Enclosed check is half of the donation. We are sending checks to Dunmore & Scranton K-9 units.

Sincerely,

A handwritten signature in black ink, appearing to be 'Andrea Livingstone', with a long horizontal flourish extending to the right.

Andrea Livingstone

Co-owner of Riccardo's Market

Rec'd  
10/11/2020  




Riccardo's Market, Inc

30277


VENDOR: Scranton Police Department

Check Number 030277

Check Date Sep 25, 2020

OUR REF NO.	YOUR INV. NO.	INVOICE DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET CHECK AMOUNT
Item to be Paid - Description					Check Amount \$250.00 Discount Take	Amount Paid
Regular Checking Account						250.00

*2020/10/19*  
*[Signature]*



**Riccardo's Market, Inc**  
1219 Wheeler Ave  
Dunmore, PA 18510  
570-348-1176

**FNCB Bank**  
1-877-TRY-FNCB | fncb.com | Member FDIC

60-313/313 CHECK NO. CHECK DATE Sep 25, 2020 VENDOR NO.

030277

Memo:

Two Hundred Fifty and 00/100 Dollars

CHECK AMOUNT 250.00

PAY TO THE ORDER OF

Scranton Police Department

*[Signature]*  
AUTHORIZED SIGNATURE

WOUNDED WARRIORS  
FAMILY SUPPORT



## DEPARTMENT OF LAW

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4105

October 13, 2020

To the Honorable Council  
Of the City of Scranton  
Municipal Building  
Scranton, PA 18503

RECEIVED  
OCT 13 2020  
OFFICE OF CITY  
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION ACCEPTING TWO HUNDRED AND FIFTY (\$250.00) DOLLAR DONATION FROM RICCARDO'S MARKET, INC. PRESENTED TO THE CITY OF SCRANTON POLICE K-9 UNIT.

Very truly yours,

*Joseph A. O'Brien (S)*  
Joseph A. O'Brien, Esquire  
Acting City Solicitor

RESOLUTION NO. \_\_\_\_\_

2020

**RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON TO PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR A MULTIMODAL TRANSPORTATION FUND GRANT IN THE AMOUNT OF \$306,000.00 TO BE UTILIZED TO IMPLEMENT PHASE II OF THE STREET SIGN PROJECT FOR THE PURCHASE AND INSTALLATION OF 2,036 STREET SIGNS.**

**WHEREAS**, the City of Scranton is desirous of obtaining funds from the Pennsylvania Department of Community and Economic Development for a Multimodal Transportation Fund Grant to be utilized for the purchase and installation of 2,036 street signs in the amount of \$306,000.00; and

**WHEREAS**, the City of Scranton has already completed Phase I of this Project that consisted of an assessment by KS Engineers; and

**WHEREAS**, KS Engineers found that the City is in need of 2,036 signs that are missing and/or poor quality; and

**WHEREAS**, the funds from this grant will be used for the implementation of Phase II of the Street Sign Project; and

**WHEREAS**, an estimate was obtained from Widmer Signs Co., Inc. to purchase the 2,036 street signs in the amount of \$300,000.00 with an additional \$6,000.00 in administrative costs for the execution of the project as allowed by the Multimodal Transportation Fund guidelines; and

**WHEREAS**, the City of Scranton plans to submit an application for the Multimodal Transportation Funds Grant regarding Phase II of the Street Sign Project, attached hereto as Exhibit "A", and incorporated herein as if set forth at length.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON** ratifies and approves the execution and submission of the grant application, incorporated herein as if set forth at length, by the City of Scranton to the Pennsylvania Department of Community and Economic Development for a Multimodal Transportation Fund Grant in the amount of \$306,000.00 to be utilized for the purchase and installation of 2,036 street signs.

**SECTION 1.** If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or

any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

**SECTION 2.** This Resolution shall become effective immediately upon approval.

**SECTION 3.** This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, Known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

Legislative Cover Sheet – Scranton City Council

What Department is this legislation originating from? Where did the initiative for this legislation originate?  
DPW

Summary and Facts of the legislation

DPW submitted a grant application to the DCED Multimodal Transportation Fund Program to request \$306,000 in grant funding to purchase and install 2,036 street signs that have been rated “poor” in the street sign assessment.

Purpose – please include the following in the explanation:

What does the legislation do – what are the specific goals/tasks the legislation seek to accomplish

What are the benefits of doing this/Down-side of doing this

How does this legislation relate to the City’s Vision/Mission/Priorities

A resolution is needed to apply for and execute this grant funding if awarded.

The benefits is increased pedestrian and traffic safety, improved emergency services response and improved quality of life in the city.

Financial Impact – please include the following in the explanation:

Cost (initial and ongoing)

Benefits (initial and ongoing)

The cost is \$306,000

Funding Sources – please include the following in the explanation:

If transferring funds, please ensure specific accounts are noted; if appropriating funds from a grant, list the agency awarding the grant.

The funding source is the DCED Mutlimodal Transportation Fund, there is no municipal match required.

Priority Status/Deadlines, if any

High priority

Why should the Council unanimously support this legislation?

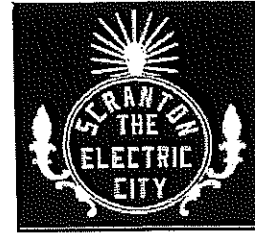
Legislative Cover Sheet – Scranton City Council

It will be a major benefit with no cost to the City

Include any other pertinent details and/or relevant information that the Council should be aware of:

**Maggie Perry  
Grant Manager**

City of Scranton  
340 N. Washington Avenue  
Scranton, Pennsylvania 18503  
Tel: (570) 558-8335  
Fax: (570) 207-0412  
mamclane@scrantonpa.gov



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SCRANTON

September 28, 2020

Atty. Jessica Eskra  
City of Scranton  
340 North Washington Avenue  
Scranton, Pa 18503

Re: DCED Multimodal Transportation Fund

Atty. Eskra,

I respectfully request that you send legislation to City Council for a Resolution to apply for and execute \$306,000 in grant funding through the Department of Community and Economic Development Multimodal Transportation Fund.

The City of Scranton is requesting grant funding to implement Phase II of the Street Sign Project, which will consist of the purchase and installation of 2,036 street signs throughout the city that have been rated "poor" by the KS Engineers assessment.

If you have any questions or concerns, please feel free to contact.

Thank you,

Maggie Perry

Grant Manager



**Single Application for Assistance**

Web Application Id: 8482772

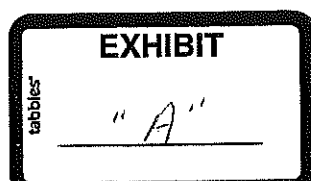
Single Application Id: 202009306522

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

**Applicant Information**

Applicant Entity Type:	Government
Applicant Name:	City of Scranton
NAICS Code	9211
FEIN/SSN Number	XXXXXXXXXX
DUNS Number:	
CEO:	Paige Cognetti
CEO Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Maggie
Contact Title:	Perry
Phone:	(570)-558-8335 Ext.
Fax:	(570)-207-0412
E-mail:	MaMcLane@scrantonpa.gov
Mailing Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503



## Single Application for Assistance

Web Application Id: 8482772

Single Application Id: 202009306522

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

### Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer	<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences
<input type="checkbox"/> Business Financial Services	<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial	<input type="checkbox"/> Community Dev. Provider
<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related	<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing	<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing
<input checked="" type="checkbox"/> Government	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Mining	<input type="checkbox"/> Other	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider	<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal

Government,

## Single Application for Assistance

Web Application Id: 8482772

Single Application Id: 202009306522

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

### Project Overview

## Single Application for Assistance

Web Application Id: 8482772

Single Application Id: 202009306522

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

### Project Overview

Project Name:

City of Scranton Street Sign Project

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?

No

If yes, indicate who:

## Single Application for Assistance

Web Application Id: 8482772

Single Application Id: 202009306522

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

### Project Site Locations

Address:	340 N. Washington Avenue
City:	Scranton
State:	PA
Zip Code:	18503
County:	Lackawanna
Municipality:	Scranton City
PA House:	Kyle Mullins (112), Marty Flynn (113)
PA Senate:	John P. Blake (22)
Current Employees:	300 ♦
Jobs To Be Created:	0 ♦
Designated Areas:	Act 47 Distressed Community

# Single Application for Assistance

Web Application Id: 8482772

Single Application Id: 202009306522

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

## Project Budget

	Multimodal Transportation Fund	City of Scranton Local	Total
<b>Miscellaneous</b>	\$306,000.00	\$1.00	
purchase and installation	\$300,000.00	\$0.00	\$300,000.00
Administrative fees	\$6,000.00	\$1.00	\$6,001.00
<b>Total</b>	\$306,000.00	\$1.00	
		<b>Budget Total:</b>	\$306,001.00

### Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

### Engineer Estimates

### Budget Narrative

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. NOTE: Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

The cost is based on an estimate provided by Widmer Signs Co., Inc. to purchase and install 2,036 street signs in the City of Scranton. Widmer Sign Co., Inc. has been building "Signs of your Success" in Scranton, PA for over 85 years. Widmer provided a cost estimate based on the information presented on KS Engineers assessment report. The estimated cost to purchase and install 2,036 signs is \$300,000 (please see attached cost estimate). The administrative cost for the execution of the project is \$6,000, as allowed by the Multimodal Transportation Fund guidelines.

## Single Application for Assistance

Web Application Id: 8482772

Single Application Id: 202009306522

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

### Project Narrative

#### What do you plan to accomplish with this project?

Identify the problem(s) that need to be resolved.

The City of Scranton is requesting funding to implement Phase II of the Scranton Street Sign Project. This phase would consist of the purchase and installation of street signs at locations where current street signs are either missing or in poor condition.

#### How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

The project will be accomplished by creating an RFP and hiring a contractor who is capable of installing over 2,000 street signs within the City in a timely manner

#### How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

The grant funding would be used to hire a contractor who is capable of purchasing and installing 2,036 street signs of various sizes and shapes

#### Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

The City's RFP process will take approximately 90 days

The purchase and installation of the street signs will take approximately 6 months.

The entire project will be completed within 1 year of being awarded grant funds.

# Single Application for Assistance

Web Application Id: 8482772

Single Application Id: 202009306522

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

## Program Addenda

In addition to the Electronic Single Application (ESA), the Applicant shall upload the following to the ESA. All items marked with a red diamond are required to be uploaded to the application for electronic submission. The items that are not marked with a red diamond should also be uploaded if they are applicable to the project. For a more detailed explanation of the items below, please refer to Appendix I of the program guidelines.

I understand this application requires a \$100 application fee to be paid electronically before submitting the online application and I will send the signature page and 1 copy of the single application and all required supplemental information stated in the program guidelines.

Yes

1. Provide a clear and concise description of the project which discusses all of the following: (a) a clear, concise and focused description of the proposed transportation improvements; (b) the specific location of the project site, including the municipality, street names and transportation project boundaries; (c) the need for the proposed transportation improvements; (d) if applicable, whether the transportation improvements will result in positive economic development impact and/or job creation; (e) the estimated start and end dates of construction; (f) the entity (or entities) holding ownership of the transportation improvement project site location.

### Uploaded Documents

1. Project Description.pdf [View](#)

2. Provide a thorough, detailed and complete estimate (including unit costs and quantities) for the total project cost of the transportation improvement project. The estimate must current (within 1 year of application submission) and must be prepared, signed, sealed and dated by a Pennsylvania licensed engineer or other qualified professional.

### Uploaded Documents

2. Cost Estimate.pdf [View](#)

2. Cost Estimate Widmer.pdf [View](#)

3. Provide funding commitment letters from all other project funding sources (including equity commitments). Funding commitments or term sheets provided by lending institutions must include the term, rate, and collateral conditions and must be signed and dated. Funding commitments of equity from the applicant or private third party must be signed and dated (indicating the amount of funds being committed) and be accompanied by documentation (such as audited financial statements)

### Uploaded Documents

3. Matching Funds Commitment.pdf [View](#)

4. Provide a detailed, color-coded design drawing/map with a color legend, that shows a clear illustration of the transportation improvement project to include street names and project boundaries. When applicable, current conditions and proposed improvements should be shown.

### Uploaded Documents

4. KS Engineers Sign Report (1).xlsx [View](#)

## Single Application for Assistance

Web Application Id: 8482772

Single Application Id: 202009306522

Applicant: City of Scranton

Program Selected: Multimodal Transportation Fund

### Program Addenda

4. Map.pdf View

5. If the applicant is not the owner of the transportation improvement site, a letter from the property owner(s) giving applicant consent for the project is required.

#### Uploaded Documents

6. A list of all state, federal, and local planning and permit approvals required for the project.

#### Uploaded Documents

6, 7 Permit and Planning Letter.pdf View

7. A letter from the appropriate planning agency certifying that the proposed project is in compliance with the comprehensive land use plans.

#### Uploaded Documents

6; 7 Permit and Planning Letter.pdf View

8. Provide copies of notification letters submitted to county and municipal governing bodies advising them of the proposed transportation improvement project and the request for funding from the Multimodal Transportation Fund.

#### Uploaded Documents

8. Notification Letter.pdf View

9. For public sector applicants, provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount being sought.

#### Uploaded Documents

9. Resolution.pdf View

10. For projects that include acquisition of land, provide a copy of the sales agreement or easement accompanied by a recent "as is" appraisal (within 1 year of application submission) prepared by either a Member, Appraisers Institute (MAI) or a PA State Certified Appraiser. Should a Public Transportation Agency be requesting grant funds for acquisition, copies of written consent from the county and municipality in which the land is situated is also required.

#### Uploaded Documents



## Single Application for Assistance

Web Application Id: 8482772

Single Application Id: 202009306522

Applicant: City of Scranton

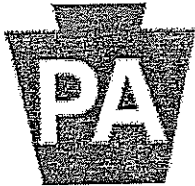
Program Selected: Multimodal Transportation Fund

### Program Addenda

11. For projects that include real estate cash equivalents, provide a copy of a recent "as is" appraisal (within 1 year of application submission) prepared by either a Member, Appraisers Institute (MAI) or a PA State Certified Appraiser. NOTE: Cash equivalents are not acceptable for all eligible applicants and may only include the "as is" appraised value of the real estate which is necessary to construct the proposed transportation improvements contained in the application.

#### Uploaded Documents

DCED is currently teleworking to mitigate the spread of COVID-19 in the Commonwealth. DCED will only be reviewing the electronic application and required supplemental information attachments. Applicants for the Multimodal Transportation Fund do not need to print and mail a hard copy of the application after submitting electronically.



# Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 202009306522

This page must accompany all required supplemental information **Mail to:**

**Pennsylvania Department of Community and Economic Development  
Commonwealth Keystone Building  
Attn: Customer Service Center  
400 North Street, 4th Floor  
Harrisburg, PA 17120-0225**

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 202009306522 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



**Signature: Maggie Perry**

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.

Multimodal Transportation Fund Program  
City of Scranton

Project Description

The City of Scranton implemented a Street Sign Project in 2019 after a large number of citizen complaints were reported related to the number of missing or unreadable street signs throughout the city. Scranton has approximately 263 centerline miles of roadway with 5,500 intersections; the last time the street signs were assessed and replaced was in 1997. The current street signs are a mix of colors, styles, materials, and ages with varying conditions, many of which are damaged beyond readability or missing.

The Street Sign Project is designed to be implemented in two phases; Phase 1- assessment, Phase 2- replacement/installation. Phase I is complete, this consisted of a street sign assessment performed by KS Engineers in 2019. The assessment included the inspection and rating of every street sign in the city. KS Engineers then created a database with GIS mapping that pinpoints the exact location of every sign, the size/color, post number, side of the road, and condition of the sign. There are currently approximately 19,000 signs registered in the database.

Through this assessment, KS Engineers rated over 2,000 signs in the city to be in “poor” condition and recommended immediate replacement. The City of Scranton is requesting funding for Phase II of the Street Sign Project which includes the replacement of all street signs rated “poor”. Grant funding would be used for the purchase and installation of 2,036 street signs.

Unreadable or missing street signs are a public safety issue. Based on the KS Engineers assessment there are 433 “Stop” signs rated poor at dangerous intersections, increasing the risk of vehicular related accidents, and there are 640 street name signs rated poor which not only causes confusion for the average traveler but also can increase response times from emergency services. When emergency personnel is responding to an incident, missing or damaged street signs can cause increased response times because responders have to communicate with dispatch

Multimodal Transportation Fund Program  
City of Scranton

to navigate the streets. Ensuring that all streets and intersections are properly signed is a public services issue that the City of Scranton is committed to addressing. However, Scranton is an Act 47 Distressed City, due to budget restrictions the city administration lacks the financial capability to complete the Street Sign Project without the intervention of grant funding.

Please see the attached report on the location of all street signs that would be installed with this grant funding, all signs are located in the City of Scranton and will be owned and maintained by the city. Once awarded funding the City will develop and submit a Request for Proposals to hire a contractor who has the capability to complete this project. Once a contractor is selected it is estimated that the project will take approximately 6 months to complete. The City of Scranton Department of Public Works will then be responsible for updating the sign database, maintaining and replacing signs as needed. Completing the Street Sign Project would improve pedestrian and road safety, traffic management, emergency response, and the overall quality of life in the City of Scranton

Multimodal Transportation Fund  
City of Scranton

Cost Estimate

The cost of Phase II of the Street Sign Project is based on an estimate provided by Widmer Signs Co., Inc. to purchase and install 2,036 street signs in the City of Scranton. Widmer Sign Co., Inc. has been building "Signs of your Success" in Scranton, PA for over 85 years. Widmer provided a cost estimate based on the information presented in the KS Engineers assessment report. The estimated cost to purchase and install 2,036 signs is \$300,000 (please see attached cost estimate). The administrative cost for the execution of the project is \$6,000, as allowed by the Multimodal Transportation Fund guidelines.



Widmer Sign Co., Inc.

2209 Amelia Avenue  
Scranton, PA 18509

# Estimate

Date	Estimate No.
9/22/2020	2020-0286

Maggie Perry, Certified Grant Profession  
City of Scranton  
340 No Washington Ave  
Scranton, PA 18503

Description	Qty	Rate	Total
<p>"Poor" Sign replacements As per the Sign report provided September 18th, 2020, that are 2036 signs to be replaced within the City of Scranton. Widmer Sign estimate for the purposes of the Grant application, a fair estimate to provide these signs to the City, remove the poor signs and install the appropriate replacement, the applications should be for \$300,000.00.</p> <p>Once Sign specifications are approved, a non-refundable 50% deposit, signed estimate and signed sketch are required to begin acquisition of permit and materials. Balance due upon installation. Allow 4-6 weeks from Permit acquisition to actual installation. All materials provided and installed by Widmer Sign Co, Inc., remain the property of Widmer Sign Co., Inc. until the invoice is paid in full. Widmer reserves the right to remove such items in lieu of payment. Widmer reserves the right to use images of all signs in promotions and networking efforts.</p> <p>Customer to sign off on final sketches. Logos to be provided via e-mail or disc in .ai, .cdr, .dxf, .eps or .pdf format. Widmer will not be held responsible for variations. Final Sign color may vary from sketch to actual sign. If Logo Color Match is required, Customer must provide Pantone numbers (PMS#) or make actual selection from Vinyl Charts.</p> <p>This estimate assumes normal installation conditions, additional charges may apply if shale, I-Beams, obstructions, utilities, limited access to location of Pylon for equipment, etc. are encountered during installation. Customer acknowledges any property damage (ie grass ruts, gravel or dirt, black top/pavement damage, etc.) occurring during installation is responsibility of customer</p>		300,000.00	300,000.00
		0.00	0.00T
		0.00	0.00T
		0.00	0.00T

Widmer Sign Co., Inc. has been building "Signs of your Success" for over 80 years. We stan

**Total**

Approval Signature



Widmer Sign Co., Inc.

2209 Amelia Avenue  
Scranton, PA 18509

# Estimate

Date	Estimate No.
9/22/2020	2020-0286

Maggie Perry, Certified Grant Profession  
City of Scranton  
340 No Washington Ave  
Scranton, PA 18503

Description	Qty	Rate	Total
Widmer guarantees all new signage to be free from defects in materials and/or workmanship for one year from the date of installation. Acts of vandalism, God, nature, etc. not covered.		0.00	0.00T
PRICING: This Estimate is subject to conditions over which we have no control (volatile gas, steel, material, shipping costs, etc.), and are therefore subject to change without notice. Steel/Aluminum prices are only being held for 15 days.			
Please let us know if you are in need of COVID-19 Sneeze Guards, Cough Screens, Social Distancing Floor Graphics, CDC Safety Posters, Curb Pick Up, Call Ahead or other directional signs. We are here to help small businesses. #StrongerTogether		0.00	0.00T
Sales Tax		6.00%	0.00

Widmer Sign Co., Inc. has been building "Signs of your Success" for over 80 years. We stan

<b>Total</b>	<b>\$300,000.00</b>
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Approval Signature \_\_\_\_\_



**BUREAU OF CITY PLANNING**

CITY HALL : 340 NORTH WASHINGTON AVENUE : SCRANTON, PENNSYLVANIA 18503 : PHONE 570-348-4280 : FAX 570-348-4171

September 30, 2020

PA Department of Community and Economic Development  
Center for Business Financing - Grants Office  
Multimodal Transportation Fund  
Commonwealth Keystone Building  
400 North Street  
4th Floor  
Harrisburg, PA 17120-0225

Re: City of Scranton -CFA Multimodal Grant Application - Street Signs

To Whom It May Concern:

Please accept this letter as evidence of support for the Multimodal Grant Application for funding to undertake a project involving the purchase and installation of 2,036 street signs.

We have determined that the project is consistent with our comprehensive plan and a review of the project activities indicates that the project would be consistent with our zoning and planning requirements. No permits or approvals would be required for the replacement of street signs.

If anyone receiving this has any further needs or questions please do not hesitate to contact me at 570-348-4280 or [dking@scrantonpa.gov](mailto:dking@scrantonpa.gov).

Sincerely,

Donald J. King, AICP, CFM  
City Planner





## DEPARTMENT OF LAW

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4105

October 13, 2020

To the Honorable Council  
Of the City of Scranton  
Municipal Building  
Scranton, PA 18503

RECEIVED  
OCT 13 2020  
OFFICE OF CITY  
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION RATIFYING AND APPROVING THE EXECUTION AND SUBMISSION OF THE GRANT APPLICATION BY THE CITY OF SCRANTON TO PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR A MULTIMODAL TRANSPORTATION FUND GRANT IN THE AMOUNT OF \$306,000.00 TO BE UTILIZED TO IMPLEMENT PHASE II OF THE STREET SIGN PROJECT FOR THE PURCHASE AND INSTALLATION OF 2,036 STREET SIGNS.

Very truly yours,

*Joseph A. O'Brien (S)*  
Joseph A. O'Brien, Esquire  
Acting City Solicitor